



City Council Meeting Agenda

April 18, 2023
7:00 PM – Regular Meeting
Council Chambers
400 N. Douty St.

Council Members will meet in-person in the Council Chambers. The meeting will also be lived streamed on the City's website: <http://livestream.hanford.city/>

5:00 PM CALL TO ORDER STUDY SESSION AND CLOSED SESSION:

ROLL CALL BY THE CITY CLERK:

PUBLIC COMMENT:

*Study Sessions are considered Special Meetings under the Bown Act. Accordingly, comments from the public are limited to items listed on the agenda (GC 54954.3a). Public Comment will be accepted during each agenda item. A maximum of **three minutes** is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence.*

STUDY SESSION:

- A. Presentation of the Council-Approved Goals for the Fiscal Years 24 & 25 and discussion regarding measurable objectives for the Goal of Outreach and Open Governance for FY 23/24.

CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. CONFERENCE WITH LEGAL COUNSEL – REAL PROPERTY NEGOTIATIONS (GC 54956.8):

Property: 113 Court Street

APN: 010-264-002, 010-265-002, 010-265-001

Agency Negotiators: Mario Cifuentez and Ty Mizote

Negotiating Party: Michelle Brown and Bill Lynch for Main Street Hanford

- B. CONFERENCE WITH LEGAL COUNSEL – REAL PROPERTY NEGOTIATIONS (GC 54956.8):

Property: 504 W. 7th Street
APN: 012-062-012
Agency Negotiators: Mario Cifuentez and Ty Mizote
Negotiating Party: Angie Dow for KCAPTA

CALL TO ORDER REGULAR SESSION:

ROLL CALL:

INVOCATION:

Jay Rubalcava

FLAG SALUTE:

RECOGNITION:

Oath of Office and Badge Pinning Ceremony for Officer Cristian Jimenez.

COUNCIL REPORTS/GENERAL REPORTS:

Brief information-only reports from City Council and/or Staff, including committee reports and reports by City Council related to meetings attended at City expenses (AB1234).

PUBLIC COMMENT:

This is the time for citizens to comment on subject matters within the jurisdiction of the Hanford City Council. This is also the public's opportunity to request an item from the Consent Calendar be pulled for discussion purposes or to comment on any item on the agenda. State law does not allow the Council to discuss or take action on issues not on the agenda, except that members of the Council or staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights (Gov. Code sec. 54954.2). A maximum of three minutes is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence.

CONSENT CALENDAR:

Consent Calendar items are considered routine and will be enacted in one motion. There will be no separate discussion of these matters unless a request is made and then the item will be removed from the Consent Calendar to be discussed and voted upon by a separate motion.

- A. Procedural Waiver: Waive reading in full of resolutions and ordinances and approval and adoption of same by reading title the only.
- B. City Clerk: Approval of the Minutes of the March 7, 2023 Meeting
- C. City Clerk: Approval of the Minutes of the March 21, 2023 Meeting
- D. Public Works: Authorization to transfer and appropriate \$67,000 from street sweeping fleet reserves to the Refuse Fund to cover the increased cost of a previously approved refuse truck purchase for a total of \$374,067.
- E. Public Works: Authorization to enter into an agreement with Kings County Water District to utilize the 1600 acre farm owned by the City of Hanford's Wastewater fund to be used to lay off water from local ditches. Expected timeframe is through August 2023.
- F. Public Works: Authorization to enter into a lease agreement for the City's 1600 acre farmland with Philip Verway Farms. This is a five year lease, renewable for an additional five years on mutually agreeable terms.
- G. Police: Approval of the Annual Hanford Police Department Military Equipment Report and authorization for the Department to move forward with the replacement of the Scout

Recon Camera system.

- H. Finance: Authorization to award a three-year agreement to Rogers, Anderson, Malody & Scott LLP Certified Public Accountants, for a total amount of \$245,325, as the City's independent financial auditor, to perform the annual financial auditing and accounting services associated with an Annual Comprehensive Financial Report of the City of Hanford for the fiscal years ending June 30, 2023; 2024; 2025; with option to renew for two additional years; and Authorization for the City Manager to execute all related documents.

GENERAL BUSINESS:

- A. Community Development: Historic Resources Permit 2022-02, a request to replace the porch and balcony of the Kings Hand Laundry building. The property is designated as a contributing building within the Historic Overlay Zone. The project is located at 214 N. Green St. (APN 010-274-020)
- B. Community Development: Council consideration and approval of the Hanford Area Municipal Service Review and Sphere of Influence Update (Phase I) and Adoption of Resolution 23-07-R, directing staff to file an application with Kings County Local Agency Formation Commission (LAFCo) for a request to expand the City's Sphere of Influence
- C. Community Development: Authorization to award a contract to QK, Inc, for an amount not to exceed \$94,840 and appropriation of said funding in the General Fund to provide planning and environmental services for the Hanford Reorganization Project, consisting of annexations, general plan amendments, zone changes, pre-zonings, and the accompanying environmental documents.

COUNCIL COMMENTS AND COMMUNICATIONS:

At this time, any Council Member may ask a question for clarification, make an announcement, or report briefly on their activities. In addition, subject to Council Policies and Procedures, they may request staff to report back to the Council at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (GOV. CODE SEC. 54954.2)

- A. Council Future Agenda Items

- B. Upcoming Events and Important Dates:

April 21: Western Hoedown Date Night Mother/Son Civic at the Civic Auditorium 6:00 pm - 9:00 pm [Get tickets here](#)

April 22: Western Hoedown Date Night Father/Daughter at the Civic Auditorium 6:00 pm - 9:00 pm [Get tickets here](#)

May 2: Regular City Council Meeting

May 6: Food Truck Take Over in Civic Park 5:30 pm - 9:00 pm

May 10: City/County Coordinating 6:00 p.m. Meeting Hosted by the City of Hanford, Location: TBD, 6:00 p.m.

May 16: Regular City Council Meeting

ADJOURNMENT:

Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available to public inspection in the City Clerk's Office located at 319 N. Dooty Street, Hanford, California 93230, during normal business hours. Such agendas are also available at the city's website, www.cityofhanfordca.com subject to staff's

ability to post the agenda before the meeting.

If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, please contact the City Clerk's office, 559-585-2515, 319 N. Douty Street, Hanford, California 93230, at least 2 days prior to the meeting {28 CFR 35.102.35.104 ADA Title II}



AGENDA STAFF REPORT

MEETING DATE: 4/18/2023

AGENDA SECTION: STUDY SESSION

SUBJECT:

Presentation of the Council-Approved Goals for the Fiscal Years 24 & 25 and discussion regarding measurable objectives for the Goal of Outreach and Open Governance for FY 23/24.

RECOMMENDATION:

Recommendation: That the City Council receive the presentation on the established goals and arrive at a consensus on the measurable objectives in furtherance of the Council goal of Outreach and Open Governance for FY 23/24.

BACKGROUND:

During March 22, 2023, Goals and Objectives meeting, Council approved the following five (5) new goals:

Quality of Life Goal

The City of Hanford will be a leader in the coordination of resources and pursuit of new opportunities to enhance the health, safety, and individual rights of all.

Fiscal Sustainability Goal

The City of Hanford will explore funding mechanisms to meet evolving community needs.

Outreach and Open Governance Goal

The community will be kept informed of current, future and emerging city matters through a well-aligned and multi-faceted system of public communications.

Customer Service Goal

All parties interacting with the City of Hanford at all levels shall experience professional, efficient, and effective customer service.

Employer of Choice Goal

The City of Hanford will strive to focus on recruitment and retention of the best and the brightest.

Goal Objectives

In small groups, the Council and Staff discussed each new goal and identified the impact that each goal would have on the community; what success indicators would look like; six-month objectives for each goal that would move the needle towards success; and potential resources needed to implement the chosen objectives. Given that the City has recently rolled out the new

website, the City's new domain name for the website and email, staff felt that it would be timely to have the first goal to be reviewed by the Council to be that of Outreach and Open Governance.

Goal: Outreach and Open Governance

Impact

- Better informed citizens and employees
- Increased public participation
- Increased public trust

Success Indicators

- Continued growth in Civic Courier subscriptions
- Positive feedback, fewer complaints about City website
- Continued growth in Civic Plus "Notify Me" subscriptions
- Increase in public engagement on City social media platforms
- Positive public engagement on City social media platforms
- High rate of participation in public surveys
- Higher level of employee satisfaction, appreciation

Resources Needed

- Staff time
- City Council input and direction

Now Objectives

- Maximize existing City communication tools to the fullest extent possible
- Adopt and implement City of Hanford Media Relations Policy
- Utilization of new social media platforms, including Nextdoor
- Launch Civic Plus "Notify Me" and build subscription base

Soon Objectives

- Increase use of internal and public surveys, including Annual Citizen Public Opinion Survey
- Adopt and implement City of Hanford Social Media Policy
- Adopt and implement Website Governance Policy
- Produce videos to inform, educate and showcase City initiatives and employees

Later Objectives

- Rebranding rollout
- Intranet rollout

During this study session, Staff will seek input from Council and determine if there is a consensus to move forward with any of the recommended objectives or to substitute or add any Council-supported objectives.

FISCAL IMPACT:

ATTACHMENTS:

None



AGENDA STAFF REPORT

MEETING DATE: 4/18/2023	AGENDA SECTION: CONSENT CALENDAR
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SUBJECT:

Approval of the Minutes of the March 7, 2023 Meeting

RECOMMENDATION:

Recommendation: Approve the minutes of the March 7, 2023 meeting.

BACKGROUND:**FISCAL IMPACT:****ATTACHMENTS:**

1. March 7, 2023



**City Council Regular Meeting
Minutes**

**March 7, 2023 7:00 PM
Council Chambers
400 N. Douty St.**

4:00 PM CALL TO ORDER STUDY SESSION AND CLOSED SESSION:

Mayor Paden called the study session and closed session to order at 4:00 p.m.

ROLL CALL BY THE CITY CLERK:

Present:	Absent:
Council Member Mark Kairis Council Member Lou Martinez Council Member Travis Paden Council Member Kalish Morrow Council Member Diane Sharp	

PUBLIC COMMENT:

*Study Sessions are considered Special Meetings under the Brown Act. Accordingly, comments from the public are limited to items listed on the agenda (GC 54954.3a). Public Comment will be accepted during each agenda item. A maximum of **three minutes** is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence.*

Study Session Item B:

Bob Ramos suggested allocating funds for a senior center.

STUDY SESSION:

- A. Parks and Community Services: Presentation to Council on the status of funding in the Various Landscape Assessment Districts (LAD's); levels of service options for the LAD's; other types of funding mechanisms for subdivision improvements; and the ability and process for residents to request additional amenities or improvements.

Parks and Community Services Director Brad Albert and Wildan Financial Senior Project Manager, Jim McGuire discussed funding in the various LAD, levels of service options and other types of funding mechanisms for improvements. Dir. Albert also discussed community outreach and the strategies moving forward. Mr. McGuire, Dir. Albert and City Manager Cifuentez answered questions from the Council. The presentation was for informational purposes only. No action was taken.

- B. Community Development: Council review and Discussion of the proposed Community Development Block Grant (CDBG) Activity Funding for the 2023-2024 CDBG Cycle and

Provide Direction to Staff to Prepare the Annual Action Plan for HUD

Housing Analyst Sandra Lerma presented an overview of the Community Development Block Grant (CDBG) Activity Funding for the Council's review and direction. Ms. Lerma also discussed priority needs, recommended preliminary allocations and the next steps and timeline in the process. Deputy City Manager Waters and City Manager Cifuentez discussed a potential navigation center project. Staff answered questions from the Council and after much discussion, the Council directed staff to move forward with the presented recommendations.

The Council adjourned to closed session at 5:57 p.m.

CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION (GC 54956.9 (d)(2)):
2 Workers Compensation Claims
- B. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (GC 54956.9)(d)(1)):
Ortiz v. City of Hanford
Kings County Superior Court 21C0396

CALL TO ORDER REGULAR SESSION:

Mayor Paden called the meeting to order at 7:00 p.m.

ROLL CALL:

Present:	Absent:
Council Member Mark Kairis Council Member Lou Martinez Council Member Travis Paden Council Member Kalish Morrow Council Member Diane Sharp	

INVOCATION:

The invocation was led by Chief Sever.

FLAG SALUTE:

The flag salute was led by Council Member Sharp.

RECOGNITION:

Oath of Office and Badge Pinning Ceremony for Officer Robert Parker, Officer Wayne Shoemake, and Officer Manuel Pasillas; Presentation of Life Saving Medals to Officer Fabian Avalos and Officer Idalis Rubalcava

City Clerk Natalie Corral administered the oath to Police Officers Robert Parker, Wayne Shoemake, and Manuel Pasillas. Chief Server presented Life Saving Medals to Officers Fabian Avalos and Idalis Chandler.

CLOSED SESSION ACTION REPORT:

None.

COUNCIL REPORTS/GENERAL REPORTS:

Brief information-only reports from City Council and/or Staff, including committee reports and reports by City Council related to meetings attended at City expenses (AB1234).

The Council discussed the meetings and events they attended. The Mayor and Vice Mayor provided an overview of

the community meeting held on March 28, 2023 in the City Hall training room.

PUBLIC COMMENT:

This is the time for citizens to comment on subject matters within the jurisdiction of the Hanford City Council. This is also the public's opportunity to request an item from the Consent Calendar be pulled for discussion purposes or to comment on any item on the agenda. State law does not allow the Council to discuss or take action on issues not on the agenda, except that members of the Council or staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights (Gov. Code sec. 54954.2). A maximum of three minutes is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence.

Noor Memon commented on the Bastille, he knows people who are interested in buying the property.

William Ochoa spoke in opposition to the traffic circle project. He also commented on a news article.

Susan Davis commented on the traffic circle project, and spoke in opposition.

Bob Ramos stated he was disappointed in Council Member Morrow's comments regarding the traffic circle project. He also commented on the meeting held on Tuesday March 28, 2023.

Brian Yoosh expressed his concerns about the traffic circle project and pedestrian safety.

Jim Nelson expressed his concerns about Council Member Morrow's comments on social media about the traffic circle project.

Onan Champi commented on Annexion 160, part 4, and provided a background of the expansion of his business.

Anna Brookeshire suggested using the traffic circle project funds for storm drains.

Nick Wagner commented on the Stardust Motel and the transition homes in the County.

Michael Portugal commented on the Exeter roundabouts and expressed his concerns about putting one in Hanford. He also commented on the annexation.

Chris Jordan commented on the traffic circle project, and the downtown meeting hosted by the Mayor and Vice Mayor. He also expressed his concerns regarding the number of people who are opposed to the traffic circle project.

CONSENT CALENDAR:

Consent Calendar items are considered routine and will be enacted in one motion. There will be no separate discussion of these matters unless a request is made and then the item will be removed from the Consent Calendar to be discussed and voted upon by a separate motion.

Council Member Martinez pulled items E and H. Motion to approve the consent calendar except for the item pulled for separate discussion.

RESULT:	Passed (UNANIMOUS)
MOVER:	Council Member Diane Sharp
SECONDER:	Council Member Mark Kairis
AYES:	Diane Sharp, Mark Kairis, Kalish Morrow, Travis Paden, Lou Martinez

- A. Procedural Waiver: Waive reading in full of resolutions and ordinances and approval and adoption of same by reading title the only.
- B. City Clerk: Approval of the Minutes of the January 17, 2023 Meeting
- C. City Clerk: Appointment of Garry Curtis to the vacant Alternate Planning Commissioner seat with an unexpired term ending on 12/31/2025.
- D. City Attorney: Approval of a Compromise Agreement and Release with Luis D. Ortiz Alonzo

- E. Public Works: Acceptance of the Offers of Dedication for Tract 922, Unit 1, Authorization for the City Manager to execute and the City Clerk to attest and file the Acceptance of Dedication for Tract No. 922, Unit 1 with the Kings County Recorder's Office.
- F. Public Works: Authorization to Award a contract to Aramark Uniform Services (Fresno, CA) to provide uniform and laundry services, initially up to \$21,200 annually per specifications of Request for Bid No. 2023-04 for up to three years.

PULLED CONSENT ITEMS:

- A. Fire: Authorization to accept a FEMA 2021 Assistance for Firefighters Grant for \$45,525 for the purchase of firefighting personal protective equipment (PPE) and appropriate an additional \$20,078 to the Fire Department's capital outlay in the General Fund to cover the purchase.

[Item H]

Pulled by Council Member Martinez.

Chief Pendergrass presented the item for the Council's review and approval.

Motion to Approve

RESULT:	Passed (UNANIMOUS)
MOVER:	Council Member Lou Martinez
SECONDER:	Council Member Kalish Morrow
AYES:	Diane Sharp, Mark Kairis, Kalish Morrow, Travis Paden, Lou Martinez

- B. Community Development: Waive and adopt the 2nd Reading of Ordinance 23-02, approving Prezone No. 2021-09, a request to prezone Annexation 160 Part 4 as a combination of R-L-5 Low-Density Residential and MX-C Corridor Mixed Use, in accordance with the General Plan designation for the area, Low-Density Residential and Corridor Mixed Use. The project is generally located east of 10th Avenue, south of Florinda Street, and north of Lacey Boulevard.

[tem E]

Council Member Sharp pulled the item to recuse herself.

Motion to Approve

RESULT:	Passed
MOVER:	Council Member Kalish Morrow
SECONDER:	Council Member Mark Kairis
AYES:	Mark Kairis, Kalish Morrow, Travis Paden
NAYS:	Lou Martinez
ABSTAIN:	Diane Sharp

GENERAL BUSINESS:

- A. Fire: Presentation to Council for direction regarding the 2022 Staffing for Adequate Fire & Emergency Response Grants (SAFER) program, review of the proposal by the Hanford Fire Department to utilize potentially over \$2 million in funding to hire more firefighters and reduce the overtime costs to the City's General Fund

Fire Chief Steve Pendergrass discussed the SAFER program and the proposal for the Council's review and direction. Staff answered questions from the Council. After a brief discussion, Council Member Morrow made the motion to approve.

RESULT:	Passed (UNANIMOUS)
MOVER:	Council Member Kalish Morrow
SECONDER:	Council Member Mark Kairis
AYES:	Diane Sharp, Mark Kairis, Kalish Morrow, Travis Paden, Lou Martinez

COUNCIL COMMENTS AND COMMUNICATIONS::

At this time, any Council Member may ask a question for clarification, make an announcement, or report briefly on their activities. In addition, subject to Council Policies and Procedures, they may request staff to report back to the Council at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (GOV. CODE SEC. 54954.2)

A. Council Future Agenda Items

Vice Mayor Kairis addressed the comments about the traffic circle project and the comments. Council Member Morrow addressed the comments directed at her during public comment. Council Member Martinez commented on the public comment time limit. The Mayor announced that the downtown meeting presentation would be available at the City Clerk's office.

B. Upcoming Events and Important Dates:

- March 11: Helping Hands Volunteer Program - Encore Park 465 E. Encore Dr. 8:00 am-Noon [Sign up here](#)
- March 21: Regular City Council Meeting
- April 1: Run Walk & Roll 5k for Autism Awareness Civic Park [Register here](#)

ADJOURNMENT:

Mayor Paden adjourned the meeting at 8:39 p.m.

Respectfully submitted,

/s/ Natalie Corral
Natalie Corral, City Clerk



AGENDA STAFF REPORT

MEETING DATE: 4/18/2023	AGENDA SECTION: CONSENT CALENDAR
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SUBJECT:

Approval of the Minutes of the March 21, 2023 Meeting

RECOMMENDATION:

Recommendation: Approve the minutes of the March 21, 2023 meeting.

BACKGROUND:**FISCAL IMPACT:****ATTACHMENTS:**

1. March 21, 2023



City Council Regular Meeting Minutes

March 21, 2023 7:00 PM
Council Chambers
400 N. Douty St.

4:00 PM CALL TO ORDER STUDY SESSION:

Mayor Paden called the study session and closed session to order at 4:00 p.m.

ROLL CALL BY THE CITY CLERK:

Present:	Absent:
Council Member Travis Paden Council Member Diane Sharp Council Member Kalish Morrow - LATE Council Member Lou Martinez Council Member Mark Kairis	

PUBLIC COMMENT:

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Study Session Item C:

Mark Evans addressed his violation notice he received from the city, and he stated that the concrete in his driveway was permitted to be added and his basketball hoop is not in the right of way.

Dave Duram addressed the violation notice he received from the city. He requested the Council to consider allowing basketball hoops in the right of way.

STUDY SESSION:

A. City Clerk: Recognition of Employees of the Year and Service Award Recipients

Chief Parker Server and Payroll Analyst Penny Suphin received a 25-year service award, and Firefighter Tom McKean received a 20-year service award.

B. Finance: Review of the FY 2022-23 Mid-Year Budget and Council Approval of an additional Appropriation of \$936,962 in the GF and \$5,408,780 across all other funds for the 2022-23 Fiscal Year Budget

Finance Director Chris Tavarez and Finance Manager Destiny Borba presented the Mid- Year budget and additional appropriations for the Council's review and approval. The Council thanked the staff for the presentation and report. Mr.

Tavarez addressed questions and concerns from the Council.

Motion to Approve

RESULT:
MOVER:
SECONDER:
AYES:

Passed (UNANIMOUS)
Council Member Diane Sharp
Council Member Mark Kairis
Diane Sharp, Mark Kairis, Kalish Morrow, Travis Paden, Lou Martinez

C. Community Development: Discussion regarding Title 12 “Streets, Sidewalks and Public Places” of the City’s Municipal code and City Policies for Encroachment and Uses and Obligations of property owners within the City’s Right-of-Way

Deputy City Manager Jason Waters discussed Municipal code Title 12 streets, Sidewalks and public places, Right of way violations, for the Council's review. City Attorney Ty Mizote, elaborated on the sidewalk right of way and answered questions from the Council. Code Enforcement Supervisor, Gavino Barrera discussed the violation citation process. Staff addressed the basketball hoop concerns expressed during public comment and answered questions from the Council. City Attorney Mizote discussed the potential liability to the city for permitting basketball hoops in the streets. After much discussion, the Council directed staff to bring back future discussion regarding a possible permitting system, or other solutions.

The Mayor adjourned the study and closed the session at 5:28 p.m.

CALL TO ORDER REGULAR SESSION:

Mayor Paden called the meeting to order at 7:00 p.m.

ROLL CALL:

Present:	Absent:
Council Member Travis Paden Council Member Diane Sharp Council Member Kalish Morrow Council Member Lou Martinez Council Member Mark Kairis	

INVOCATION:

The invocation was led by Pastor John Malogi.

FLAG SALUTE:

The flag salute was led by Officer Mark Carillo.

COUNCIL REPORTS/GENERAL REPORTS:

Brief information-only reports from City Council and/or Staff, including committee reports and reports by City Council related to meetings attended at City expenses (AB1234).

Chief Parker Server presented Officer Carillo with a 20-year service award.

The Council discussed the meetings and events they attended. Mayor Paden also discussed the notifications he continually receives from city residents, and thanked the staff for their response to those calls and concerns.

PUBLIC COMMENT:

This is the time for citizens to comment on subject matters within the jurisdiction of the Hanford City Council. This is also the public’s opportunity to request an item from the Consent Calendar be pulled for discussion purposes or to comment on any item on the agenda. State law does not allow the Council to discuss or take action on issues not on the agenda, except that members of the Council or staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights (Gov. Code sec. 54954.2). A maximum of three minutes is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence.

Bob Ramos commented on an article regarding visual impaired individuals crossing on roundabouts. He also commented on the Downtown Committee, and questioned the timeline of the traffic circle project.

Michael Cook commented on traffic circles and expressed his concerns regarding blind people crossing a traffic circle. He also commented on the bathrooms at Hidden Valley Park.

Amory Marple requested adding a discussion of creating a subcommittee for the Hanford Chamber of Commerce to a future agenda.

Shelly Barker expressed her concerns about the fee of a citation she received. City Manager Cifuentez responded to her comment.

A man, who did not state his name, expressed his concerns about the homeless people in the parks. He also commented on the safety of blind people crossing traffic circles.

Lavarse Carter commented on the warming centers and expressed his concerns regarding the safety of homeless people, and he asked, what is the Council doing to help the homeless people.

Michelle Brown commented on the Main Street Hanford contract. She also listed the events and services they provide to the community.

Craig Johnson provided the Council with a handout and commented on the Main Street Hanford Events. He also commented on his experience diving on roundabouts.

Micheal Quinn commented on his drive around the city and questioned the plans for the vacant lots in the city. He also commented on the traffic circle project.

Kimber Regan commented on the traffic circle project. She also expressed her concerns about the businesses that will be affected by the construction of the traffic circle. She also commented on the homeless people downtown.

Kristy Kairis expressed her dissatisfaction with the amount of opposition associated with the traffic circle project.

CONSENT CALENDAR:

Consent Calendar items are considered routine and will be enacted in one motion. There will be no separate discussion of these matters unless a request is made and then the item will be removed from the Consent Calendar to be discussed and voted upon by a separate motion.

Motion to approve.

RESULT:	Passed (UNANIMOUS)
MOVER:	Council Member Mark Kairis
SECONDER:	Council Member Diane Sharp
AYES:	Diane Sharp, Mark Kairis, Kalish Morrow, Travis Paden, Lou Martinez

- A. Procedural Waiver: Waive reading in full of resolutions and ordinances and approval and adoption of same by reading title the only.
- B. City Clerk: Approval of the Minutes of the January 30, 2023 Special Meeting
- C. City Clerk: Approval of the Minutes of the January 31, 2023 Special Meeting
- D. City Clerk: Appointment of James Nelson to the Parking and Traffic Commissioner Alternate seat with a term ending on 12/31/2026, Sheldon Blackwell to the Parks and Recreation Commissioner seat with an unexpired term ending on 12/31/2024, and Judy Scott to the Parks and Recreation Commission Alternate Commissioner seat with a term ending on 12/31/2026.

GENERAL BUSINESS:

- A. Administration: Council review of the Central Parking and Business Improvement District, the Municipal Code related to the formation and oversight of the District, the transaction history for the restricted fund (025) and direction to staff regarding the renewal of the Agreement with Main Street Hanford for the delivery of services with proceeds from Downtown Assessments.

City Manager Cifuentez provided the background of the contract with Main Street Hanford. He also provided an overview of the Central Parking and Business Improvement Area, which is referred to as the Business Improvement District (BID). Mr. Cifuentez recommended creating a sub committee. After a brief discussion, Vice Mayor Kairis recommended appointing Council members Martinez and Morrow to serve on the sub-committee.

Motion to Approve

RESULT:	Passed (UNANIMOUS)
MOVER:	Council Member Mark Kairis
SECONDER:	Council Member Diane Sharp
AYES:	Diane Sharp, Mark Kairis, Kalish Morrow, Travis Paden, Lou Martinez

COUNCIL COMMENTS AND COMMUNICATIONS::

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A. Council Future Agenda Items

Council Member Sharp discussed some of her concerns about the downtown BID. She also addressed Amory's request for a subcommittee committee for Hanford Chamber of Commerce to potentially explore a new arrangement. After a brief discussion, the Council directed staff to bring back a future agenda item.

Mr. Kairs discussed the city's ARPA funds and addressed the comments made regarding the traffic circle project.

B. Upcoming Events and Important Dates:

March 22: Special City Council Meeting in the City Hall Training Room 9:00 am - 4:00 pm

March 25: Free Fitness Court classes (Every Saturday from 9-10 am, Hidden Valley Park)

March 30: City Employee Appreciation Luncheon in Civic Park 11:00 am -2:00 pm

April 1: Run Walk & Roll 5k for Autism Awareness Civic Park [Register here](#)

April 1: Food Truck Take Over in Civic Park 5:30 pm - 9:30 pm

April 4: Regular City Council Meeting

April 15: Walk with a Doc (third Saturday of each month, 9-10 am, rotating between Freedom and Centennial parks)

ADJOURNMENT:

Mayor Paden adjourned the meeting at 8:20 p.m.

Respectfully submitted,

/s/ Natalie Corral
Natalie Corral, City Clerk



AGENDA STAFF REPORT

MEETING DATE: 4/18/2023

AGENDA SECTION: CONSENT CALENDAR

SUBJECT:

Authorization to enter into an agreement with Kings County Water District to utilize the 1600 acre farm owned by the City of Hanford's Wastewater fund to be used to lay off water from local ditches. Expected timeframe is through August 2023.

RECOMMENDATION:

Recommendation: It is recommended that Council, by motion, authorize KCWD or other entity to utilize the City's 1600 acre farm site to lay off water through approximately August.

Recommended Motion: I move to authorize City Manager to enter into an agreement to utilize the City's 1600 acre farm site to lay off water from nearby canals through approximately August 2023 and to enter into an agreement with individuals willing to chop the weeds for use as a feedstock, followed by disking at minimal or no cost to City.

BACKGROUND:

The city's wastewater operation owns a 1600 acre parcel of farmland generally located at 14th Ave and Laurel Ave. In the past, the property has been leased to various farm interests, most recently City Farms Industries (CFI). CFI recently abandoned the lease. The property is now fallow and weeds have overtaken the property.

In late March, the city was contacted by Dennis Mills from Kings County Water District, and was asked if the City would be willing to allow KCWD to utilize the property to lay off water from nearby canals. The plan being to flood the property with between 800 and 3200 acre feet of water to lessen the volume going to the Tulare Lake bottom. At that time, the City expressed a willingness to allow the action but Council approval is needed.

Recent communications from KCWD continue to show an interest in the project, but the urgency has diminished somewhat due to the fact that the property is outside of the District's boundaries. Nonetheless, KCWD is pursuing state and federal funding to move forward with the project. There is no information on the timing such funding might be available.

In the meantime, the weeds on the property need to be dealt with. According to KCWD, they are aware of dairymen who might be willing to chop the weeds to use as cattle feed, and afterwards, disk the property at no cost to City.

It should be noted that at a previous Council meeting, Council authorized spending money to get the weeds disked and the cost proposals were on the order of \$30,000. Upon Council approval, staff will

pursue this potentially cost-free option of addressing the weeds.

An RFP was issued for leasing of the subject property. The RFP stated that the property would be used for water lay off and would not be available until fall 2023.

FISCAL IMPACT:

No fiscal impact to general fund. Potentially positive impact to wastewater fund.

ATTACHMENTS:

None



AGENDA STAFF REPORT

MEETING DATE: 4/18/2023

AGENDA SECTION: CONSENT CALENDAR

SUBJECT:

Authorization to enter into a lease agreement for the City's 1600 acre farmland with Philip Verway Farms. This is a five year lease, renewable for an additional five years on mutually agreeable terms.

RECOMMENDATION:

Recommendation: It is recommended that Council, by motion, authorize City Manager to enter into a lease agreement with Philip Verway Farms for the lease of the City's 1600 acre farm property.

Recommended Motion: I move to authorize City Manager to enter into a five-year lease agreement with Philip Verway Farms for the lease of the City's 1600 acre farmland.

BACKGROUND:

The City owns approximately 1600 acres of farmland located on 14th Avenue and Laurel Avenue that was purchased with the sole intent of being the long term solution to disposal of wastewater effluent generated at the Wastewater Treatment Plant ("WWTP"). Though the preferred disposal option continues to be discharge to Lakeside Irrigation District facilities, the 1600 acre site offers a secondary disposal site should it become necessary. To do so, a piping system would need to be installed to transport the effluent the approximately 8 miles to the approved farmland for discharge.

Recently, the land lessee abandoned the property and City issued a Request for Proposals (RFP) to select a new lessee. Two proposals were received. The table below summarizes to proposals.

	Gross Rent / year	Property tax paid by City	Work in lieu of rent	Net income to City /year	5 year total rent
Philip Verway Farms	\$101 /acre	\$46,908.51	\$69,000 /year (wells)	\$45,692	\$228,460
Lawerance Dairy	\$60 /acre	\$46,908.51	Well rehab & scraping (at cost TBD)	\$0, until cost of maintenance recovered	Unknown

Evaluation of the two proposals shows that the Verway proposal is more favorable to City. This is due to:

- Higher per acre rent payment
- immediate net income to City
- Development of two well sites

The lease is structured as a five year lease that is renewable for an additional five year term upon mutually agreeable terms. The Verway proposal is structured so that each year, 10% of the well development cost is credited to the lessee. After 10 years, the \$69,000 per year equipment cost is paid in full. If the lease is not renewed after 5 years, City would reimburse Verway \$345,000 for the unused 5 year life of the wells.

FISCAL IMPACT:

All funds associated with this lease are credited to the wastewater fund. No general fund impact.

ATTACHMENTS:

1. Verway proposal
2. Lawrence proposal

Philip Verwey Farms

19765 13th Avenue

Hanford, CA 93230

Philipverwey10@gmail.com

559-908-0836

To City of Hanford,

I would like to make an offer for the 1,600 acres being offered by the city. The property needs to be in clean, ready to farm condition including the canals as discussed over the phone. The offer is \$101.00 per acre rent for a total of \$161,600 per year. Any associated property taxes would be deducted from the annual payment. It will not be paid in addition to this offer.

I am willing to install the equipment required to make the two west wells operational. This includes power, bowls, motors, and service. I have an estimate of \$690,000.00 to complete this work.

The two well casings need to be in good operating condition. It's too wet at the current time to inspect the condition of the wells. I am interested in the proposed 10-year lease with the terms of an initial 5-year lease plus a 5-year extension. I would like to get a credit towards the lease of \$69,000 per year for 10 years equaling the total of \$690,000.00. If the city does not extend the second 5-year term, I would like to receive a credit back of \$345,000.00.

The property will be farmed in A-Class fashion to the same standards as my current property which runs adjacent to this land. I will continue to participate in dairy and farming tours for the Kings County Economic Department through Jay Salyer and look forward to including this property as part of those tours. I'm open to rearrange the structure of the deal to what best works for the city.

Thanks,

Philip Verwey

A) General Information

-Manuel and Alda Lawrence Dairy--DBA JLD Farms

12658 9th Ave

Hanford, Ca 93230

559-901-0326

Account Representative: Jonathan Lawrence

559-901-0326

JLDFarming@gmail.com

-Manuel and Alda Lawrence Dairy is a Partnership between Jonathan, Manuel and Alda Lawrence. This is a Father, Mother and son partnership.

Personel--

-Jonathan Lawrence, Owner, Primary contact person, BS in Dairy Science from Fresno State in 2010, Farming since 2010, Custom farming for 5 years, Consulting for 3 years.

-Remi Errotabere, PCA/CCA, BS in crop science from Cal Poly 2011. Been PCA for 11 years, and internship before that under other PCA during college. Helena PCA for 10 years and now PCA for Four Seasons.

-Cary Crum, CCA, Fertilizer recommendation and amendment protocol for soil application consultant. California ag Solutions for 6 years and now manages California for Agritechnovation out of South Africa.

-Andres Ortega, been on staff since March 2020, he is my foreman and helps me with day to day activities. Lives on dairy site close by the city ground.

- Angel Rivera, been on staff since 2006, and has been driving tractors for 20 years plus. Has been farming with JLD farms since its started in 2010 and lives on dairy site.

-Salvador Gomez, Juan Perez, Rosalio- are the rest of the team, they all have been working on Farms their respective work lives and all of these personel get the direction from me 100% of the time.

B.) Proposed Project Approach

My approach would be to first survey all acres to access slope and determine how to move the dirt to get the best application of water, I have and own the GPS scrapers to do this myself and value this as a 250-400 per acre value. This would be done over time by scraping the best soil first after I got

the soil analysis back to determine that. This gets the dirt in best position to use the least amount of water to grow more acres. I would then plan on videoing each well site to determine which wells are best to fix and put in pipe, tube and shaft for winter planting as ground will be under water all summer. This gives my well company, Valley Pump out of Tulare/Armona, to get all supplies together and get wells ready for winter planting. I plan to grow all 1600 acres irrigated and dry planting in winter and depending on water GPM will determine summer allocation for summer acres. The only thing I don't do myself is chop the feed, Danell Custom Harvesting does that for me when I need them they are there.

C.) Staff Qualifications

I, Jonathan Lawrence, make the long term goals and day to day decisions. I don't sublet anything pertaining to growing crops as they effect my bottom line. Meaning if I need something bigger or better to get the job done right or more efficient, then I would make the call to make that investment. As I am the one making the day to day decisions, any work together for city and JLD Farms would be answered fully by me, Jonathan. My Staff is as follows, First being me.

-Jonathan Lawrence, Owner, Primary contact person, BS in Dairy Science from Fresno State in 2010, Farming since 2010, Custom farming for 5 years, Consulting for 3 years.

-Remi Errotabere, PCA/CCA, BS in crop science from Cal Poly 2011. Been PCA for 11 years, and internship before that under other PCA during college. Helena PCA for 10 years and now PCA for Four Seasons.

-Cary Crum, CCA, Fertilizer recommendation and amendment protocol for soil application consultant. California ag Solutions for 6 years and now manages California for Agritechnovation out of South Africa.

-Andres Ortega, been on staff since March 2020, he is my foreman and helps me with day to day activities. Lives on dairy site close by the city ground.

- Angel Rivera, been on staff since 2006, and has been driving tractors for 20 years plus. Has been farming with JLD farms since its started in 2010 and lives on dairy site.

-Salvador Gomez, Juan Perez, Rosalio- are the rest of the team, they all have been working on Farms their respective work lives and all of these personnel get the direction from me 100% of the time.

C.) 2) Related Experience

Frank Scalia-559-972-3575 Scalia Inc., Full Custom Farm in Pixley, Everything other than irrigate the crop 30 miles away from home shop, then converted all acres to trees with berms.

Tony Azcevedo-559-816-7015, Stoneland Inc., No-till drill covercrop year to year when they have the water. I have planted at the Riverranch by the naval air base, Westside ranch off of 41 by Kettleman, and in Stratford. Planted in a tight window after harvest of tomatoes so ranch could have the best chance for successful tonnage

Phillip Fagundes-209-617-4470, Fourbay Farms llc-Full Custom Farm in Hanford. 160 acres full managment and farming. I make all the day to day decsions and farming advice. I corrdinate the water, pesticide, and harvest that is assoiciated with property

Burris Park Foundation-Joe Camera,559-707-1674, JLD Farms has a Lease for 420 acres for last 6 years. I farm these acres as it was my own ground, and corrdinate all repairs as needed. Ground is located at nearest cross street of 12th ave and Jackson in Hanford, Ca.

D) Proposed Pricing and Fee

I would Propose that JLD would pay \$60 per acre rent, this would be including the property tax. JLD would pay property tax and remaining rent would be well rehab and development and scraping which scraping would be done at cost. This would benefit that the city to having ground that will have wells that are active, ground that is farm ready, which means efficent water use. We could work together on grants to get money for the city for these and future projects to lower cost and make city money.

E) Conflict of Intrest

Jason Rodrigues has been my neighbor of Dairy facility on Kent ave.

I don't have any personel that has any ties to City of Hanford for the outcome of this project.



AGENDA STAFF REPORT

MEETING DATE: 4/18/2023

AGENDA SECTION: CONSENT CALENDAR

SUBJECT:

Approval of the Annual Hanford Police Department Military Equipment Report and authorization for the Department to move forward with the replacement of the Scout Recon Camera system.

RECOMMENDATION:

Recommendation: That the City Council, by motion, approve the Hanford Police Department Annual Military Equipment Report and the replacement of the Scout Recon Camera system.

BACKGROUND:

On September 30, 2021, Assembly Bill 481, relating to the use of military equipment was signed into law. AB 481:

1. Requires the police department to report the following to council annually:

- a. Description of each type of military equipment.
 - b. Purpose and authorized use of said equipment.
 - c. The fiscal impact of each type of equipment.
 - d. Legal and procedural rules that govern its use.
 - e. Training that is required for its use.
 - f. The mechanism to ensure compliance.
 - g. Complaint procedure.
 - h. Post policy of department website.
 - i. A summary of any complaints received.
 - j. The amount in possession of each piece of equipment.
 - k. If any additional equipment is to be obtained in the coming year.
 - l. The department must conduct one public meeting within 30 days of the annual report going to council.

In accordance with the requirements of AB481, the Hanford Police Department established Policy 705, which provides a description of all military items possessed by the department, the purpose of the item, authorized use, expected life span, fiscal impact, training required, and legal and procedural rules that govern its use. Policy 705 is attached to this report as enclosure 2. This policy remains current and is on the department website. The amount in possession of each type of equipment has not changed during the 2022 year with regards to Unmanned Aircraft Systems, Robots, Armored Vehicles, 40MM launchers, Less Lethal Shotguns, Rifles, and our Mobile Incident Command Vehicle. However, the department's chemical agents, 12-gauge shotgun super-sock rounds, 12-gauge shotgun barricade breaching rounds, .223 ammo, .308 ammo, and diversionary devices are constantly fluctuating due to training and operational use as well as the ordering/restocking

timeframes of vendors that the city uses. Some ammo and items drop below the listed amounts but every attempt is made to keep inventories as close to the listed numbers as possible.

The complaint procedure is well established as a policy and there is a computer system in place that manages any and all citizen complaints. The department's citizen complaints are also reported to the state each year. The department has received zero complaints regarding military equipment, or its use, during the annual year 2022.

A summary of how the military equipment was used throughout the year is attached to this report in enclosure 1.

The Hanford Police Department would like to acquire a new Recon Scout Remote Camera during this fiscal year and the replacement has been included in the FY 22-23 budget. The current recon scout remote camera has been in use for well over 10 years and we have experienced issues with it while on scene in very high-risk situations. This presents safety issues for operators who rely on it to clear dangerous areas before personnel enter or to gain intelligence in areas with a potential threat. The cost of the new robot falls within the City Manager's authority but Council must approve the replacement to comply with the requirements of AB481.

The Hanford Police Department will conduct a public community engagement meeting on Wednesday, May 10, 2023, in the briefing room at the Hanford Police Department. This meeting will allow the general public to discuss and ask questions regarding the annual military equipment report and the agency's funding, acquisition, or use of military equipment.

FISCAL IMPACT:

There is no annual fiscal impact on the approval of the annual military equipment report. The mentioned replacement Recon Scout Remote Camera system is a onetime cost of approximately \$16,500 dollars, which will be paid out of the approved budget.

ATTACHMENTS:

1. Enclosure 1_AB 481 Training 2022
2. Enclosure 2_Policy 705 Military_Equipment

AB 481 reporting for training in the year 2022

DATE		MRAP	ARV	Command post	GAS	40 mm launcher	Robot	Drone	Breaching	Rifle	Flashbang
1/5/2022		1	1								
1/19/2022			1							1	1
2/2/2022			1						1		
2/16/2022			1		1	1					
3/2/2022										1	
3/16/2022			1	1							
3/30/2022			1						1		1
4/13/2022	None used										
4/27/2022			1			1		1		1	
5/11/2022			1								
5/25/2022	None used										
6/8/2022	None used										
6/22/2022		1	1					1			
7/6/2022		1	1								
7/20/2022										1	
8/3/2022		1	1								1
8/17/2022	None used										
9/7/2022										1	
9/21/2022								1			
10/5/2022			1					1			
10/19/2022	None used										
11/2/2022			1								
11/16/2022								1	1		
12/14/2022			1					1		1	
		4	14	1	1	2		6	3	6	3

Enclosure 1

AB 481 reporting for Call outs in the year 2022

DATE	Location	MRAP	ARV	Command post	GAS	40 mm launcher	Robot	Drone	Breaching	Rifles	Flashbang
1/13/2022	Rd 159 & Heather Ave, Ivanhoe	1	1	1							
4/14/2022	Oleander Ave & Crystal Ave, Fresno	1	1	1			1	1			
4/14/2022	Cattail Ct & Creek View Ln, Fresno	1	1	1			1	1			
5/20/2022	Ninth St & Brown St, Hanford	1	1								
6/16/2022	Cabrillo Ct & Fargo Ave, Hanford						1				
6/24/2022	North Ave & Hale Ave, Corcoran	1	1								
7/22/2022	18th Ave & Jackson Ave, Lemoore	1	1					1			
10/29/2022	Laurel Ln & Cypress Ln, Lemoore		1				1				
		6	7	3	0	0	4	3	0	0	0

AB 481 reporting for Public Relations in the year 2022

DATE	Location	MRAP	ARV	Command post	GAS	40 mm launcher	Robot	Drone	Breaching	Rifles	Flashbang
PR	Chirstmas parade Hanford	1	1								
PR	Nationa night out Corcoran		1								
PR	National night out Lemoore		1								
PR	5.11 photo shoot	1	1								
PR	Red ribbon week (Frontier)		1								
PR	Autisum awareness		1								
PR	National night out Hanford		1								
PR	Hanford united youth football		1								
PR	Stuff the swat truck	1	1								
		3	9	0	0	0	0	0	0	0	0

AB 481 reporting for Public Relations in the year 2022

Grand Totals	MRAP	ARV	Command post	GAS	40 mm launcher	Robot	Drone	Breaching	Rifles	Flashbang
	13	30	4	1	2	4	9	3	6	3

Enclosure 1

MILITARY EQUIPMENT

705.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, use and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072).

705.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

Governing body – The elected or appointed body that oversees the Department.

POST –Police Officers Standards and Training

Military equipment – Includes but is not limited to the following items or as amended in California Government Code Section 7070:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue service weapons.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs).
- Kinetic energy weapons and munitions.

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MILITARY EQUIPMENT

- Any other equipment as determined by a governing body or a state agency to require additional oversight.

705.2 POLICY

It is the policy of the Hanford Police Department that members of this department comply with the provisions of Government Code § 7071 with respect to military equipment. This is to be accomplished by:

- (a) An annual report documenting each use of military equipment throughout the year to the Hanford City Council.
- (b) A complaint procedure, for citizens to report possible misuse of military equipment by police personnel. This complaint procedure is outlined in the Hanford Police Department General Orders Manual 1020 Personnel Complaints. These complaints related to military equipment and the outcome of each complaint shall be reported to the Hanford City Council on an annual basis.

705.3 MILITARY EQUIPMENT COORDINATOR

The Chief of Police should designate a member of this department to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

- (a) Acting as liaison to the governing body for matters related to the requirements of this policy.
- (b) Identifying department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the governing body.
- (c) Conducting an inventory of all military equipment at least annually.
- (d) Collaborating with any allied agency that may use military equipment within the jurisdiction of the Hanford Police Department (Government Code § 7071).
- (e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
 - I. Publicizing the details of the meeting.
 - II. Preparing for public questions regarding the department's funding, acquisition, and use of equipment.
- (f) Preparing the annual military equipment report for submission to the Chief of Police and ensuring that the report is made available on the department website (Government Code § 7072).
- (g) The complaint procedure will follow the personnel complaint procedure as outlined in Section 1020 of the Hanford Police Department Policy manual.
- (h) Ensure publication of the annual military equipment report submitted to and approved by the Hanford City Council.

Hanford Police Department

Hanford PD Policy

MILITARY EQUIPMENT

705.4 MILITARY EQUIPMENT USE POLICY

Pursuant to California Government Code §7070, the Police Department will submit a Military Equipment Use Policy for approval to the Hanford City Council annually.

705.5 APPROVAL

The Chief of Police or the authorized designee shall obtain approval from the governing body by way of an ordinance adopting the military equipment policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the governing body and is available on the department website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the governing body prior to engaging in any of the following (Government Code § 7071):

- (a) Requesting military equipment made available pursuant to 10 USC § 2576a.
- (b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- (d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this department.
- (e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.
- (f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.
- (g) Acquiring military equipment through any means not provided above.

705.6 USE IN EXIGENT CIRCUMSTANCES

In exigent circumstances and with the approval of the Chief of Police or his/her designee, the Police Department may acquire, borrow and/or use Military Equipment that is not included in the Military Equipment Use Policy.

If the Police Department acquires, borrows, and/or uses Military Equipment in exigent circumstances, in accordance with this section, it must take all of the following actions:

- Provide written notice of that acquisition or use to the City Council within 30 days following the commencement of such Exigent Circumstance, unless such information is confidential or privileged under local, state or federal law.
- If it is anticipated that the use will continue beyond the Exigent Circumstance, submit a proposed amended Military Equipment Use Policy to the City Council within 90 days following the borrowing, acquisition and/or use, and receive approval, as applicable, from the City Council.

Hanford Police Department

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MILITARY EQUIPMENT

- Include the Military Equipment in the Police Department's next annual Military Equipment Report.

705.7 COORDINATION WITH OTHER JURISDICTIONS

Military equipment used by any member of this jurisdiction shall be approved for use and in accordance with this department policy. Military equipment used by other jurisdictions that are providing mutual aid to this jurisdiction shall comply with their respective military equipment use policies in rendering mutual aid.

705.8 ANNUAL REPORT

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in department inventory.

705.9 COMMUNITY ENGAGEMENT

Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

705.10 MILITARY USE EQUIPMENT

A. Unmanned Aircraft Systems (UAS)

(a) Description, quantity, life span, capabilities and purchase cost.

- I. DJI Mavic Air, cost:444.00, Quantity 1, 30-minute flight time, record video/ audio
- II. DJI Matrice, cost: 5000.00, Quantity 1, 55-minute flight time., record video

(b) Purpose

To be deployed when its view would assist officers or incident commanders with the following situations, which include but are not limited to.

- I. Major crime investigations
- II. Search for missing persons
- III. Natural disaster management
- IV. Crime scene photography

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- V. SWAT, tactical or other public safety and life preservation missions
- VI. In response to specific requests from local, state and federal authorities for fire response and/or prevention
- VII. At the request of another city department to assist with a legitimate City aerial photography needs.
- VIII. Search and/or rescue operations.
- IX. Public presentations with department approval
 - c. Authorized use

Only assigned operators who have completed and receive regular quarterly training on its use and possess a certification of waiver and authorization through the FFA
 - (d) Expected Life Span

All UAS equipment has an expected lifespan of 5-7 years.
 - (e) Legal and Procedural Rules

Use is established under FAA regulation 14 CFR Part 107 and the Hanford Police Department UAS Policy. It is our policy that UAS equipment is to be used for official purposes and in a manner that respects the privacy of our community, pursuant to State and Federal law.
- B. Robots: A remotely -controlled unmanned machine that operates on the ground, which is utilized to enhance the safety of the community and officers
 - (a) Description, quantity, life span, capabilities and purchase cost
 - I. Recon Scout, cost: \$3000.00, Quantity 1, 30-yard range, hand-held throwable, relays video/audio
 - (b) Purpose

To be used to gain visual and audio data.

 - I. Major crime investigations
 - II. Search for persons
 - III. Natural disaster management
 - IV. SWAT, tactical or other public safety and life preservation missions
 - V. In response to specific requests from local, state and federal authorities
 - VI. Search and/or rescue operations.
 - VII. Public presentations with department approval.
 - c. Authorized use

Only assigned operators who have received training on its use and policy.
 - (d) Expected Life Span

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All robot's equipment have an expected lifespan of 10 years or until no longer usable

(e) Legal and Procedural Rules

It is our policy that all robot equipment is to be used for official purposes and in a manner that respects the privacy of our community, pursuant to State and Federal law.

C. Armored Vehicles: Commercially produced wheeled armored personnel vehicle utilized for law enforcement purposes

(a) Description, quantity, life span, capabilities, and purchase cost

I. MRAP (Mine Resistant Ambush Protected) Manufactured by Navistar for the U.S. Military. Acquired for free through the DRMO process. Estimated value of \$900,000.00., Quantity 1, Seats 16 personnel with an open floor plan. It is capable of stopping a wide variety of projectiles beyond what a vest or shield is capable of.

II. ARV (Armored Response Vehicle) manufactured by Supreme Corporation. Quantity 1, Cost \$400,000.00, Seats 10 with an open floor plan. It is capable of stopping a wide variety of projectiles beyond what a vest or shield is capable of.

(b) Purpose

To be used to respond to critical incidents and to enhance officer and community safety. To improve scene containment and stabilization, and assist in resolving critical incidents. The types of incidents these vehicles respond to are:

I. High Risk Search Warrants involving SWAT operations.

II. High Risk Search for persons

III. Natural disaster management

IV. SWAT, tactical or other public safety and life preservation missions

V. In response to specific requests from local, state and federal authorities

VI. Search and/or rescue operations.

VII. Approved equipment request from an outside jurisdiction related to high-risk operations

VIII. Public relations events such as national night out and other community events for people to see and understand it's use.

c. Authorized Use

The use of the armored vehicles is only authorized by the Chief of Police or SWAT commander, based on the specific circumstances of a given critical incident. Armored vehicles shall only be used for deployment by officers trained in their use by the department.

(d) Expected Lifespan

Armored vehicles have a 25-year lifespan.

(e) Fiscal Impact

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Annual Maintenance costs:

I. MRAP - \$5000.00

II. ARV - \$15,000

(f) Training

All Drivers/Operators shall attend formalized department or other approved training in the vehicle's operation, capabilities and practical driving instruction.

(g) Legal and Procedural Rules

It is our policy that all Armored Vehicles are to be used for official purposes pursuant to State and Federal law.

D. 40MM Launchers and rounds used to launch impact and gas rounds.

(a) Description, quantity, life span, capabilities and purchase cost

- I. Defense Technologies, 40MM single shot launcher, cost \$1000.00, Quantity 4. The 40MM Tactical launcher is a single shot launcher and features an expandable stock and a front grip it will fire standard 40MM rounds up to 4.8 inches in length up to 131 feet. The tactical launcher is only authorized to be used by swat personnel on approved missions and training.
- II. 40MM Ferret CS or gas rounds: A less lethal rounds used to penetrate barriers such as windows, hollow core doors, wallboard, and thin plywood. Cost: \$30.00, quantity 105. Upon impact the nose cone delivers a small chemical payload into a structure or vehicle. The working range is 5 feet to 120 feet from the target.
- III. Spede heat CS or gas canister. Cost: \$30.00, quantity 5 used in crowd control situations to with a high-volume burn that expels its gas or smoke in 20-40 seconds used to disperse large crowds, conceal tactical movements or to route a crowd.
- IV. Defense technologyFlameless tri chamber gas canisters. Cost: \$30.00, quantity 21. A less lethal munition dispensed into a vehicle or residence. Due to flameless technology, it is not prone to igniting other nearby objects and starting a fire.

(b) Purpose

To limit the escalation of conflict where employment of lethal force is prohibited or to attempt to prevent the escalation of a situation to the point of using lethal force.

(c) Authorized Use

Situations for use of the less lethal weapons system may include, but are not limited to:

- I. High Risk Search Warrants involving SWAT operations.
- II. High Risk Search for persons
- III. In response to specific requests from local, state, and federal authorities
- IV. Approved equipment request from an outside jurisdiction related to high-risk operations

Hanford Police Department

Hanford PD Policy

MILITARY EQUIPMENT

- V. Self-destructive, dangerous and/or combative individuals
- VI. Riot/Crowd control and civil unrest incidents.
- VII. To obtain a tactical advantage.
- VIII. Potentially vicious animals.
- IX. Training exercises or approved demonstrations.

- d. Expected Lifespan

- 40MM rounds have a 5-year life span.

- (e) Fiscal Impact

- Annual Maintenance costs of \$1500.00, 50 rounds purchased annually.

- (f) Training

- Sworn members utilizing 40MM less lethal chemical agents or impact rounds are trained in their use by department less lethal and chemical agents instructors. All chemical agent deployments are to be reviewed by Chemical agent instructors who have been to a 40 Hour Peace Officer Standards and Training course on chemical agent use and deployment.

- (g) Legal and Procedural Rules

- It is our policy that all 40MM chemical, impact and gas rounds are for official law enforcement purposes and are used consistent with department orders and state/federal law, including those regarding the use of force.

- E. Less Lethal Shotgun: Used to deploy the less lethal 12-gauge Super-Sock Beanbag Round and Royal Arms, 420 grain Copper Frangible Barricade Breaching Rounds.

- (a) Description, quantity, capabilities, and purchase cost

- I. Remington 870 Less lethal Shotgun, Cost \$1000.00 Quantity 8. The Remington 870 is used to deploy Super Sock Beanbag rounds up to an effective distance of 75 feet. The range of the weapon system helps to maintain space between the officers and a suspect reducing the immediacy of the threat and possibly preventing the deployment of lethal force options.
 - II. Remington 12gauge stockless shotgun for barricade breaching rounds, Cost 800.00, Qty 2. This weapon system is only utilized by the SWAT Team on approved missions and in training. It is a faster and effective means of defeating fortified locations.
 - III. 12-gauge super-sock beanbag round. Cost \$5.00, Qty 2000 rounds. A less lethal; 2.4-inch 12-gauge shotgun round firing a ballistic fiber bag filled with 40 grams of shot. Fired at a speed of 270-290 feet per second it has an effective range of between 5-75 feet. Effective range is dependent upon a variety of variables such as distance, clothing, stature, and point of impact. All less lethal shotguns firing this munition are distinguished by orange slings and orange stocks which are indicative of a less lethal weapon. All less lethal identified shotguns are never to fire live rounds other than the super sock or other approved less lethal round for any reason.

Hanford Police Department

Hanford PD Policy

MILITARY EQUIPMENT

(b) Purpose

To limit the escalation of a conflict where employment of lethal force is prohibited or undesirable. Breaching ammunition may be used to breach entry obstacles.

(c) Authorized use

Only assigned operators who have received training on its use and policy.

(d) Expected Life Span

No expiration on lifespan.

(e) Fiscal Impact

- I. Annual Cost of \$200.00 for breaching ammunition.
- II. Annual cost of \$2000.00 for less lethal shotgun rounds.

(f) Training

- I. Breaching instructors must complete an approved training course for this specialized tool. They must also train at least twice a year on its operations. This tool is only used on approved SWAT operations.
- II. The less lethal shotguns shall only be used by sworn personnel who have received annual training from the department. The training is conducted annually and shall review policy and contain a course of live fire.

(g) Legal and Procedural Rules

It is our policy that all less lethal and breaching shotguns are to be used for official law enforcement purposes and pursuant to State and Federal law, including those regarding the use of force.

F. Distraction Devices: A device used to distract dangerous persons.

(a) Description, quantity, life span, capabilities, and purchase cost

- I. Combined tactical systems, 7290 FLASHBANG, Cost \$50.00, Quantity 55. The 7290 Flash-Bang emits an output of 175db and produces 6-8 million candelas of light.

(b) Purpose

A distraction device is ideal for distracting dangerous suspects during assaults, hostage rescue, room entry or other high risk arrest situations. To produce an atmospheric overpressure and brilliant white light and as a result, can cause short term (6-8 Seconds) physiological/psychological sensory deprivation to give officer a tactical advantage.

(c) Authorized Use

Situations for use of the less lethal weapons system may include, but are not limited to:

- I. By officers who have been trained in their proper use.
- II. High Risk Search Warrants involving SWAT operations.
- III. In hostage and barricaded subject situations.

Hanford Police Department

Hanford PD Policy

MILITARY EQUIPMENT

IV. To obtain a tactical advantage in a high-risk situation where there may be extreme hazards to the officers.

V. During training exercises.

d. Expected Lifespan

Until used.

(e) Fiscal Impact

Annual Maintenance costs of \$1500.00, 30 rounds purchased annually.

(f) Training

Prior to use officers must attend diversionary training conducted by POST certified instructors.

(g) Legal and Procedural Rules

It is our policy that all distraction devices are for official law enforcement purposes and are used consistent with department orders and state/federal law, including those regarding the use of force.

G. Mobile Incident Command Vehicle (MIC):

a. Description, quantity, life span, capabilities, and purchase cost

I. Freightliner Chassis (Custom Built) vehicle, cost \$450,000.00. Quantity 1, The MIC is used for SWAT/CNT and other critical incidents, preplanned large events, natural disasters, and Community events.

b. Purpose

To be used as the incident command vehicle in specific circumstances of a given critical incident, large event, natural disaster, or community event that is taking place.

c. Authorized Use

Only officers trained in the deployment and operation of the MIC consistent with department policy. Situations in which the MIC is authorized for use would include but not be limited to critical incidents, emergencies, natural disasters, and community events.

d. Expected Lifespan

Vehicle has an expected 25-year lifespan with upgrades needed to equipment every 10 years to maintain IT equipment.

e. Fiscal Impact

Annual Maintenance costs of \$5000.00.

f. Training

MILITARY EQUIPMENT

The driver/operator shall receive training from a current driver/operator on its safe use and deployment. The driver/operator shall maintain a driver's license endorsement consistent with the use of this vehicle.

g. Legal and Procedural Rules

It is our policy that the MIC is for official law enforcement purposes and is to be used consistent with department orders and state law regarding the operation of vehicle

H. Rifles: Guns that are fired from shoulder level, having a long spirally grooved barrel intended to make bullets spin and thereby having a greater accuracy over a long distance.

(a) Description, quantity, capabilities, and purchase cost

- I. AR-15's of various makes, Cost \$1200.00 Quantity 63. The range of the weapon system helps to maintain space between the officers and a suspect reducing the immediacy of the threat and possibly preventing the deployment of lethal force options.
- II. Sig Sauer SIG716 DMR AR-10.308 Caliber, Cost \$1600.00, Qty 4. This weapon system is only utilized by the SWAT/ Sniper Team on approved missions and in training. This rifle is primarily used in an overwatch capacity to protect the community and SWAT Team during large events and other approved SWAT missions.
- III. Speer Gold Dot.223 caliber 62 grain rifle round. Quantity 74 cases 500 rounds per case at a cost of \$285.00 per case. Remington ammunition made by Speer. Features nickel plated brass cases that are reloadable and do not corrode. Gold DOT ammunition is widely used by law enforcement as it is a quality round with excellent ballistics. The brand of round may differ as we have experienced shortages and delays in acquiring our necessary ammunition. Any replacement ammunition will be of similar quality.
- IV. Federal.223 Caliber 55 grain rifle round. Quantity 74 cases of 500 rounds per case at a cost of \$179.00 per case. This is high quality full metal jacket round produced by Winchester. This round is safe to fire through our Rifles but is only used at the range in practice situation. This round is used in place of the Speer round as a cost saving measure as they are over \$100 cheaper per case. The brand of round may differ as we have experienced shortages and delays in acquiring our necessary ammunition. Any replacement ammunition will be of similar quality.
- V. Federal Tru.308 168grain Tactical Tip MatchKing. Quantity 7 cases of 500 rounds at a cost of \$434.00 per case. This round is used exclusively in the AR-10 Weapon system utilized by the SWAT/Sniper Team. This round was specifically made for law enforcement and AR-10 weapons systems. It is a flat trajectory bullet with uniform loads to ensure repeatable accuracy. The brand of round may differ as we have experienced shortages and delays in acquiring our necessary ammunition. Any replacement ammunition will be of similar quality.

b. Purpose

To be used as a precision weapon to address a threat with more precision and/or distances than a handgun.

Hanford Police Department

Hanford PD Policy

MILITARY EQUIPMENT

c. Authorized use

Only members that are POST certified and department trained are authorized to use a rifle.

d. Expected Life Span

Until used..

(e) Fiscal Impact

(f) Annual Cost of approximately \$23,985.00 for ammunition. Price may vary depending upon the availability of ammunition and brands.

(g) Training

(h) Prior to use of the rifle, officers must be trained by a POST certified instructor in the operation of the rifle. Additionally, all members of the department will qualify with the rifle two times per year.

(i) The .308 rifles may only be used on SWAT missions by a SWAT member who has been to the Swat/Sniper POST certified school.

(j) Legal and Procedural Rules

Use is established by Hanford Police Department General Orders 300, Use of Force.

It is the policy of the Hanford Police Department to utilize rifles only for official law enforcement purposes, and pursuant to State and Federal law regarding the use of force. They may also be used for department approved public presentations.

705.11 MAINTENANCE OF MILITARY EQUIPMENT SUPPLY LEVELS

When stocks of perishable items have reached a level where they are nearing exhaustion based upon current supplies and projected needs. In order to maintain essential availability for Department needs the Hanford Police Department is authorized to acquire additional stock items listed here, consistent with the City of Hanford's purchasing policing.

705.12 ALTERNATIVE EQUIPMENT

A. The Hanford Police department will review its listed military equipment annually to determine the following:

(a) If the equipment is still needed for its intended purpose

(b) If there are other alternatives to the military equipment listed.

B. The Hanford Police Department will present this information to council annually at the same time this policy is updated.

705.13 SECTION TITLE



AGENDA STAFF REPORT

MEETING DATE: 4/18/2023

AGENDA SECTION: CONSENT CALENDAR

SUBJECT:

Authorization to award a three-year agreement to Rogers, Anderson, Malody & Scott LLP Certified Public Accountants, for a total amount of \$245,325, as the City's independent financial auditor, to perform the annual financial auditing and accounting services associated with an Annual Comprehensive Financial Report of the City of Hanford for the fiscal years ending June 30, 2023; 2024; 2025; with option to renew for two additional years; and Authorization for the City Manager to execute all related documents.

RECOMMENDATION:

Recommendation: Staff recommends that the City Council authorize the City Manager, on behalf of the City, to enter into a three-year contractual agreement with Rogers, Anderson, Malody & Scott (RAMS) LLP for a total of \$245,325, as the City's independent financial auditors, to perform the annual auditing and accounting services associated with the Annual Comprehensive Financial Report of the City of Hanford for the fiscal years ending June 30, 2023; 2024; and 2025; with an option to renew for two additional years.

The contract amount for each year is:

June 30, 2023	\$83,775
June 30, 2024	\$78,775
June 30, 2025	<u>\$82,775</u>
TOTAL	\$245,325

Recommended Motion: I move to authorize the City Manager to enter into a three-year contractual agreement with RAMS LLP for a total of \$245,325, as the City's independent financial auditors, to perform the annual auditing and accounting services associated with the Annual Comprehensive Financial Report of the City of Hanford for the fiscal years ending June 30, 2023; 2024; and 2025; with an option to renew for two additional years.

Background: Periodically, the City needs to evaluate its continuing contracts and review the providers of various services. The scope of work for the independent auditors for the City is to provide annual financial auditing and accounting services, which includes auditing the Annual Comprehensive Financial Report (ACFR) for the City and related Single Audit. Also included in the scope of work is preparing the State Controller's Report, State Street Report, the Management Letter Report to the City Council, the Report on Internal Controls to the City Council and other auditing tasks such as performing procedures and issuing an opinion on the City's compliance with Proposition 4 appropriation limit requirements (GANN Limitations). This ACFR would be the City's first ever, as prior editions have been Audited Financial Statements which do not include as much statistical and narrative information that is helpful to readers/users.

The previous 5-year contract to perform the annual auditing and accounting services for the City expired with the completion of the auditing of fiscal year ending June 30, 2022. Staff prepared and issued a Request for Proposals (RFP) for annual auditing and accounting services in February 24, 2023 and closed on March 31, 2023.

Submissions were received from qualified and experienced firms of certified public accountants (CPA) for conducting the audit of the City's financial records to express an opinion on the City's financial statements and supplemental financial schedules; to perform the Single Audit; to prepare the State Controllers report; to prepare the Management Letter Report to the City Council; to prepare the Report on Internal Controls to the City Council; and to issue an opinion on the City's compliance with Proposition 4 appropriation limit requirements (GANN Limitations).

Proposals were solicited by posting the RFP on Bidnet (City's online procurement site), and e-mailing proposal notices to CPA firms (including the existing firm). The RFP closed on March 31, 2023. The City received proposals from two firms by the deadline:

- Badawi & Associates – Berkeley, CA
- Rogers Anderson Malody and Scott (RAMS), LLP – San Bernardino, CA

Each proposal was evaluated by a committee of staff members from the Finance Department. As a part of the evaluation process, the committee rated each firm using the following criteria:

- Responsiveness of the proposal, clarity and completeness of the proposed scope of work
- Demonstrated ability, technical competence and experience to perform the services
- Record of Past Performance
- Demonstrated ability to perform the work or services within the given time frame
- Cost as a Total Maximum Fee

All firms were qualified in government finance and auditing and would be able to complete the auditing service requirements. For professional services selection is not based on lowest costs of a proposal. After careful review of the proposals by the committee, the Finance Department recommends RAMS, LLC. as being the most qualified firm to provide the financial auditing services required by the City of Hanford. Staff checked references, and all responded with excellent reviews.

FISCAL IMPACT:

The annual audit cost is budgeted in the General Fund and allocated out to all funds based on level of service. The first year is slightly higher in price due to the City's first year effort to issue an ACFR and the increased effort required.

The contract amount for each year is:

June 30, 2023	\$83,775
June 30, 2024	\$78,775
June 30, 2025	<u>\$82,775</u>
TOTAL	\$245,325

Additional years:

June 30, 2026	\$82,775
June 30, 2027	\$86,970

ATTACHMENTS:

1. City of Hanford 2023 Proposal



ROGERS, ANDERSON, MALODY & SCOTT, LLP
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

MARCH 31, 2023

CITY OF HANFORD

RFP No. 2023-07

TECHNICAL PROPOSAL

PROFESSIONAL AUDITING SERVICES

FOR THE FISCAL YEARS ENDING JUNE 30, 2023, 2024 AND 2025
(WITH THE OPTION OF TWO ADDITIONAL FISCAL YEARS)

CONTACT PERSONS:

SCOTT W. MANNO, CPA, CGMA
smanno@ramscpa.net

BRIANNA SCHULTZ, CPA, CGMA
bschultz@ramscpa.net

909.889.0871

PREPARED BY

ROGERS ANDERSON MALODY & SCOTT, LLP
735 E Carnegie Drive, Suite 100
San Bernardino, CA 92408

LICENSE #2596
FEIN 95-2662063



ROGERS, ANDERSON, MALODY & SCOTT, LLP
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

March 31, 2023

735 E. Carnegie Dr. Suite 100
San Bernardino, CA 92408
909 889 0871 T
909 889 5361 F
ramscpa.net

City of Hanford
315 N. Douty Street
Hanford, CA 93230

Dear Evaluation Committee:

PARTNERS

Terry P. Shea, CPA
Scott W. Manno, CPA, CGMA
Leena Shanbhag, CPA, MST, CGMA
Bradferd A. Welebir, CPA, MBA, CGMA
Jenny W. Liu, CPA, MST
Gardenya Duran, CPA, CGMA
Brianna Schultz, CPA, CGMA
Brenda L. Odle, CPA, MST (Partner Emeritus)

We are pleased to respond, on behalf of Rogers, Anderson, Malody & Scott, LLP, (RAMS) to your request for a proposal regarding professional auditing services. As a recognized industry leader and innovator, our goal for the past 75 years has been to provide honest, high-quality objective results to all our clients, including governmental organizations such as yours. The results of these efforts are witnessed by the tremendous organic growth of our firm while still providing personnel, client focused services to each client, some of which we have served for over 20 years.

MANAGERS / STAFF

Seong-Hyea Lee, CPA, MBA
Evelyn Morentin-Barcena, CPA
Veronica Hernandez, CPA
Laura Arvizu, CPA
Xinlu Zoe Zhang, CPA, MSA
John Maldonado, CPA, MSA
Julia Rodriguez Fuentes, CPA, MSA
Demi Hite, CPA
Jeffrey McKennan, CPA

At RAMS, we are committed to achieving the highest quality audit possible, in the most effective manner possible. We understand the complexity of performing governmental audits and that is why we have a *dedicated team of auditors* that possess the specialized knowledge and experience to help ensure our audits are planned and executed in a way that maximizes audit efficiency and effectiveness and provides you the highest quality services.

We are aware that the City of Hanford (the City) will be reviewing other proposals during this process, but we believe that RAMS would be the exceptional choice for the audit for the following reasons. Our firm:

- Has an established reputation in the governmental and not-for-profit accounting and auditing community for providing excellent, timely service with high quality reporting to our clients.
- Utilizes Teammate Analytics, a suite of more than 200 Computer Aided Audit Tools (CAATs). This software empowers our audit teams with the ability to perform powerful, meaningful data analysis which builds upon our other robust, substantive audit procedures. This value-added service also helps to identify specific transactions or amounts which may be indicative of fraud.
- Performs an intelligent, risk-based audit (using our CAAT) which enables us to focus on key audit areas allowing us to become more efficient resulting in a higher quality audit at a reasonable fee.
- Currently provides auditing services to over 70 governmental agencies and not-for-profit organizations, including over 30 cities, most of which have enterprise activities and over 35 special districts.
- Developed a comprehensive remote working environment for our audits. All our staff currently have the tools for working remotely in an effective and efficient manner allowing us to still provide a quality, effective audit.
- Is committed to helping you meet all reporting/auditing deadlines, resolving any issues encountered during your audit (e.g., accounting or auditing, new pronouncements, etc.), and providing you with quality audit services.

MEMBERS

American Institute of
Certified Public Accountants

PCPS The AICPA Alliance
for CPA Firms

Governmental Audit
Quality Center

California Society of
Certified Public Accountants



CITY OF HANFORD

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

- Understands the audit process can be a stressful experience for you and your staff; we understand that you have other commitments and regular workloads during the audit. We make every effort to ensure the audit process, from the interim fieldwork to the preparation of any required financial reports, will be as trouble-free as possible for you and your staff. We accomplish this by comprehensively planning the audit and utilizing our staff and audit technologies in the most efficient and effective manner while keeping disruptions and miscommunications to a minimum.
- Has audit team members that are personable and easy to work with, yet still focused on the audit. Through open and responsive communication with all parties involved in the audit process, we work to have the most efficient audit possible by minimizing operational distractions of your staff, while maximizing quality service.
- Has an extensive internal quality control review process to ensure your financial reports meet the highest standards. In addition to the preparation of financial reports by the engagement team and reviewed by the engagement manager, *each report is also thoroughly examined by 2 partners and at least 1 professional proofreader.*
- Has assisted many of our clients with the preparation of their Annual Comprehensive Financial Reports, and all our clients that have submitted their reports for the Government Finance Officers Association (GFOA) or California Society of Municipal Finance Officers (CSMFO) awards have received the awards. Our participation as a GFOA reviewer also indirectly benefits our clients in the quality review process.
- Believes that our fee estimate provides a fair and reasonable investment, commensurate with level of service provided and the experience of the audit team members. While we may not be the lowest bidder, that is not our objective; we focus on delivering the best value, providing high quality services and price our prospective engagements accordingly.

As you will see from our proposal, it was prepared in a clear, concise and simple manner in accordance with the request for proposal. We feel our firm, staff and reputation as a leader in governmental auditing exceeds the need for the typical excessive information you will see in other proposals.

Rogers, Anderson, Malody & Scott, LLP is properly licensed to practice in California, including all the assigned professional staff to the engagement. Mr. Scott W. Manno, Partner, and Mrs. Brianna Schultz, Partner, are authorized to represent the firm, are empowered to submit the bid and authorized to sign a contract with the City. We understand the work to be done as listed in the section of this proposal titled *Services to be provided*. In addition, we will be committed to meeting any agreed upon time frames.

We can be reached at: 735 E. Carnegie Drive, Suite 100, San Bernardino, CA 92408, (909) 889-0871, smanno@ramscpa.net or bschultz@ramscpa.net.

Thank you for the opportunity to present our proposal to the City. We will be committed to exceeding your expectations of an auditor and believe this proposal provides you with information about our firm, the service team members and our customized audit approach. We look forward to having a long and mutually beneficial relationship with the City. Please feel free to contact us if you have any questions regarding this proposal.

Respectfully yours,

ROGERS, ANDERSON, MALODY & SCOTT, LLP



Scott W. Manno, CPA, CGMA
Partner

Cover letter

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Attachment A: Government clients served



CITY OF HANFORD

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

License to practice in California

Rogers, Anderson, Malody & Scott, LLP is licensed to practice in the State of California. Our key professional staff, which includes the partners, managers, and supervisors, are all certified public accountants licensed to practice in the State of California and follow all applicable Board of Accountancy standards.

Independence

Rogers, Anderson, Malody & Scott, LLP is independent of the City and any component units, as defined by general standard number two of the generally accepted auditing standards, and by the second general standard for government auditing in the U.S. Government Accountability Office's *Government Auditing Standards*.

Firm qualifications and experience

About our firm

We are a local firm founded in 1948 and located at 735 E. Carnegie Drive, Suite 100, San Bernardino, California. We provide a full range of services as expected of a full-service accounting firm. We are one of the



oldest, most trusted and respected CPA firms in Southern California, with over 75 years of public practice experience, specializing in governmental agency and not-for-profit organization auditing, accounting, and management advisory services. Over *sixteen thousand hours per year* are devoted to our audit practice, which includes cities, redevelopment successor agencies, water districts, other special districts, not-for-profit corporations, and joint power authorities. We do not use our government accounting and auditing practice as "fill work" for the firm, it is one of our primary focuses thus allowing us to provide quality services to local governments.

We understand your desire to engage auditors that have a thorough understanding of the ever-changing complex accounting and compliance issues confronting governments today. Our firm has an extensive history of governmental accounting and auditing. During that time, we have gained valuable experience, acquired an in-depth knowledge of, and obtained the technical expertise needed to perform high quality governmental audits. This expertise has enabled us to provide exceptional, high-quality service and to provide solutions at fees we feel represent our value to our clients. In addition, we use our participation in various industry associations to continuously update our knowledge with respect to issues relating to governmental accounting, auditing, and operations. Any insight we gain is immediately passed on to our clients if we feel they will benefit from it.

Our firm has a total staff of forty people, which includes fifteen certified public accountants. The staff consists of seven partners, four managers, ten supervisors/senior accountants, fourteen staff accountants, and five support staff. The audit staff consists of twenty-three members who devote over 80% of their time to municipal engagements. The engagement team assigned to the City's engagement will consist of the following full-time staff: one audit partner, one audit manager, one audit supervisor/senior, and two to three staff auditors. All personnel are out of our San Bernardino office.

Firm qualifications and experience (continued)

Range of services

Our firm provides various other services in addition to auditing services to governmental entities, including:

- Internal control agreed upon procedures
- Finance director and accounting support services
- Study and evaluation of financial condition and fiscal policies
- Transient Occupancy Tax agreed upon procedures
- Franchise (refuse, cable) agreed upon procedures
- Accounting policies and procedures
- Cash management studies
- Financing and public bond offering assistance
- Franchise agreement assistance (ambulance, cable, television, refuse, etc.)

In addition, the firm provides accounting, auditing, attest, and consulting services to for profit and not-for-profit entities. We also provide tax preparation and tax consulting services to individuals, corporations, and partnerships.

Governmental Audit Quality Center

As a member of the American Institute of CPAs *Governmental Audit Quality Center* (Center), we are committed to adhering to the highest quality standards by voluntarily agreeing to the Center membership requirements, which include designating a partner responsible for the quality of our governmental audit practice, establishing quality control programs, performing annual internal inspection procedures, and making our peer review report findings publicly available. At RAMS, our goal is to continue to enhance our quality initiatives within our governmental audit practice to deliver the highest quality audit services possible.

In addition, the *Governmental Audit Quality Center* provides access to comprehensive resources that will assist us in further enhancing the quality of your audit. The Center membership provides us with timely information on a variety of technical, legislative, and regulatory subjects that we can in turn apply to your audit to help ensure compliance with the appropriate standards and changes in regulations which we pass on to our clients.

Housing Authority and Successor Agency experience

Over the past five fiscal years, the firm has audited the Housing Authorities and Successor Agencies for the following entities:

City of South Pasadena
City of Thousand Oaks
City of San Marcos
City of Moorpark
City of Fillmore
City of Sierra Madre
City of El Cajon
Town of Yucca Valley
City of Poway

City of San Bernardino
City of La Verne
City of San Jacinto
City of Twentynine Palms
City of La Mesa
City of Rosemead
City of Hawthorne
City of West Covina
City of Claremont

CITY OF HANFORD

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Firm qualifications and experience (continued)

Single audit experience

Many of our municipal clients, and some of our other governmental and not-for-profit clients, have been subject to an audit in accordance with *Uniform Guidance*. We recently performed single audits for the following entities:

Elsinore Valley Muni. Water District	City of San Bernardino
City of El Cajon	City of La Mesa
City of San Marcos	City of West Covina
City of Poway	City of Twentynine Palms
City of Fillmore	City of Woodlake
City of Exeter	City of Rosemead
City of La Verne	City of Hawthorne

Our specialized Single Audits Team is led by Partners and Managers with Intermediate and Advanced Single Audit Certifications issued by the AICPA guaranteeing a successful and thorough engagement.

ACFR preparation

We have extensive experience in the preparation of Annual Comprehensive Financial Reports (ACFR). For the fiscal years ended June 30, 2020 and 2021, our staff prepared over 20 ACFR's, with each entity receiving the Certificate of Achievement for Excellence in Financial Reporting from the GFOA. For the fiscal year ended June 30, 2022, again, our staff prepared over 25 ACFR's for our clients for submittal to the GFOA. In addition, we have helped many cities and special districts develop their first year's report for submittal. Four of our audit partners and five of our managers/supervisory staff are technical reviewers for the GFOA award program. **In addition, we review all the ACFR's for compliance with the GFOA certificate program checklist, as well as addressing any prior year comments, if applicable, to insure they have been addressed.**

Engagement quality control

We have an extensive internal quality control review process to ensure your audit meets the highest standards. In addition to the preparation of financial reports by a senior member of the engagement team, each report is reviewed by the engagement manager/supervisor and then is examined by the engagement partner. Subsequently, a technical review is then performed by the engagement Quality Control partner along with being proofread by at least one professional staff. In addition, all audit workpapers are reviewed by the in-charge auditor and the partner in-charge of the engagement.

Equal Opportunity Employer

Our firm is an equal opportunity employer and is committed to providing employment opportunities to all qualified persons regardless of race, color, sex, religion, national origin or handicap. Our staff represents a wide range of cultures and ethnic backgrounds. We provide opportunities for advancement for all staff based on ability, skill and desire to advance.

Business license

If we are selected as auditor, we will obtain a City of Hanford business license for the duration of the contract term and any applicable extensions.

Firm qualifications and experience (continued)

External quality control review

As a member of the AICPA Private Companies Practice Section, our firm has participated in the "Peer Review" program since 1993 and has been examined every three years since that date by an outside, independent firm of certified public accountants. Participation in this program ensures that our engagements, firm policies, and audit procedures meet the standards of the AICPA, the Yellow Book, and the California State Board of Accountancy. Throughout our participation in this program, *the firm has only received pass ratings from the peer reviewers.*

During each review, an independent firm reviews our policies and procedures and then inspects a representative sample of engagement workpapers and reports, including governmental entities and engagements subject to the *Uniform Guidance*. For the year ended November 30, 2020, our firm received a rating of *pass* which indicates our auditing practice is suitably designed and complied with to provide reasonable assurance of performing and reporting in conformity with applicable standards. The results provide confirmation that the custom audit approach and procedures we use are technically sound and in compliance with applicable standards.

Disciplinary action

The firm **has never** had any disciplinary action taken or pending against it with state regulatory bodies or professional organizations, nor has it ever had any pending or settled litigation, civil or criminal investigations. In addition, we are not aware of any federal or state desk reviews or field reviews of its audits during the last three years.

Our firm does not have a record of substandard work.

In addition to the external quality control review, our firm performs in-house monitoring procedures, which mirror the outside peer review procedures, over our audit and attest engagements annually.

Grant Bennett Associates

A PROFESSIONAL CORPORATION

Report on the Firm's System of Quality Control

June 4, 2021

To the Partners of Rogers, Anderson, Malody & Scott, LLP, and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Rogers, Anderson, Malody & Scott, LLP (the firm) in effect for the year ended November 30, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act, and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Rogers, Anderson, Malody & Scott, LLP in effect for the year ended November 30, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Rogers, Anderson, Malody & Scott, LLP has received a peer review rating of *pass*.

Grant Bennett Associates

GRANT BENNETT ASSOCIATES
A PROFESSIONAL CORPORATION
Certified Public Accountants



10850 Gold Center Drive, Suite 260
Rancho Cordova, CA 95670
916/922-5109 FAX 916/641-5200

Princeville, HI 96722
888/769-7323

Firm qualifications and experience (continued)

Firm partners

The following is a list of the firm's partners:

- *Scott W. Manno* – over 26 years in public accounting serving government clients; graduate of California State University, San Bernardino (BS); CPA (CA), CGMA
- *Terry P. Shea* – over 40 years in public accounting serving government clients; graduate of California State University, Fullerton (BA); CPA (CA)
- *Bradford Welebir* – over 18 years in public accounting serving government clients; graduate of La Sierra University (BA) and California State University, Fullerton (MBA); CPA (CA), CGMA, MBA
- *Brianna Schultz* – over 13 years of practical, governmental accounting and auditing experience; graduate of California State University, San Bernardino (BS); CPA (CA), CGMA
- *Gardenya Duran* – over 12 years in public accounting serving government and not-for-profit clients; graduate of California State University, San Bernardino (BS); CPA (CA), CGMA
- *Leena Shanbhag* – over 30 years' experience in accounting, auditing and taxation; graduate of University of Pune, India (BS) and Golden Gate University (MS Taxation); CPA (CA), CGMA, MS
- *Jenny Liu* - over 20 years' experience in accounting and taxation; graduate of California State University, San Bernardino (BS) and Golden Gate University (MS Taxation); CPA (CA), CGMA, MS

Partner, supervisory, and staff qualifications and experience

The quality of service you receive is dependent on the capabilities of the individuals assigned to the engagement, and the manner in which those personnel resources are organized to efficiently focus their abilities on providing you with the requested audit services. Our professionals are highly trained and knowledgeable and have a thorough understanding of the environment in which governmental and not-for-profit entities operate. This experience is a critical component in providing the City with an effective and efficient audit.

Our engagement team will provide significant experience coupled with an extensive, practical understanding of governmental accounting and auditing along with a broad business perspective. Each member will have access to a wide range of technical resources and knowledge bases which will enable them to provide the City with practical observations and effective solutions.

Partner and supervisory staff involvement

All partners and supervisory staff are working professionals and are actively and continually involved in all aspects of their engagements. We believe that partner and supervisory staff involvement in all areas of the audit is a key aspect of the overall audit process. This involvement includes being on-site for interim and year-end fieldwork, thus facilitating a proper, efficient, and effective audit, with minimal disruption of your staff. In addition, the time spent on-site by the partners and supervisory staff ensures they gain an understanding of the entire City's accounting processes and procedures. This understanding will enable them to evaluate and develop opportunities for efficiency, as well as offer practical and functional advice for improving your accounting processes and procedures.

All professionals on this engagement have worked on audits similar in nature to the City's, therefore, the City will not have to train our engagement team.

Partner, supervisory, and staff qualifications and experience (continued)

Staff continuity

Continuity of audit staff is a principal concern with our firm. In order to retain our staff, we offer extremely competitive wages, opportunities for advancement, generous medical packages, a retirement plan, bonus opportunities, as well as educational benefits. Even with the benefits we provide, we realize we may lose staff at any given time. Knowing this, we plan to provide staff continuity from year to year, which is in the best interest of the City and our firm. Continuity ensures an orderly, efficient, and less disruptive audit experience. Since we cannot guarantee staff will remain with us, principal supervisory and management staff, including engagement partners, managers, other supervisory staff, and specialists, may be changed if those personnel leave the firm or are promoted. **However, the City reserves the right to accept or reject replacements.**

We believe that due to the significant involvement of the partners on all our engagements, any staff transition would have a minimal effect on the audit efficiency and effectiveness of subsequent years.

Continuing professional education

Our team of auditor specialists stays current in this highly technical practice area by adhering to, and typically exceeding, the continuing professional education requirements of *Government Auditing Standards* as well as the State Board of Accountancy guidelines. All professionals at our firm participate in continuing professional education (CPE) programs, which are sponsored by various organizations including the Government Finance Officers Association, the American Institute of Certified Public Accountants, the California State Society of Certified Public Accountants, the California Society of Municipal Finance Officers and the Association of Government Accountants. Participation in these programs helps us to ensure that our clients are serviced with the best trained and most proficient government auditors and accountants available. In addition, we periodically provide in-house training taught by our partners and senior level staff using published resources. All staff are required to attend fraud and ethics training. It is our goal to provide our professional staff continuing education which exceeds the minimum standard of 80 hours over two years.

In accordance with our firm's Quality Control document and *Government Auditing Standards (GAS)*, all staff members who work on audits subject to GAS are required to complete CPE in accordance with GAS standards which require 24 hours directly related to governmental accounting and auditing.

In addition to the required CPE, we also use the following to increase our technical knowledge: view the Governmental Audit Quality Center Annual Webcast Update and other relevant seminars and review monthly publications from the AICPA, the GFOA, and various other resources. We also attend conferences and seminars sponsored by the GFOA, California Society of Municipal Finance Officers, California State Society of Certified Public Accountants and the California Special Districts Association.

Assigned personnel

It is our goal to provide you with capable, competent, and personable individuals who offer an extensive background, not only in governmental accounting and auditing, but also in general business practices. By doing so, it allows us to offer practical solutions, as well as provide technical support. This enables you to stay at the forefront of governmental accounting and provides you with the support you need in dealing with the complex issues confronting entities such as yours.

Partner, supervisory, and staff qualifications and experience (continued)

In addition, our engagement team has the managerial and supervisory experience to provide the City with a comprehensive audit of the highest quality, while still focusing on personal service. The resumes of the key engagement personnel assigned to the audit are presented below. The following individuals will be assigned to the engagement for the entire contract period (see staff *Continuity section* of this proposal):

Scott W. Manno, CPA, CGMA – Partner, Engagement Partner

Scott is a municipal audit partner with the firm and will be the engagement partner. He is licensed to practice as a certified public accountant in the State of California. He has been in public accounting for over 26 years' specializing in serving local governments such as yours. As the engagement partner, he will be responsible for overall engagement quality, as well as ensuring that the engagement is performed in the most effective and efficient manner. Scott will directly oversee all engagement staff while assisting in planning and performing the engagement, as well as reviewing all work-papers prepared during the engagement, in addition to all required reports. Like all of our partners, Scott is a working partner and will be actively and continually involved in all aspects of the engagement.

Terry Shea, CPA – Partner, Concurring Partner

Terry is also a municipal audit partner with the firm. He is licensed to practice as a certified public accountant in the State of California. Terry has over 40 years of public accounting experience and has provided accounting, auditing, and consulting services for municipalities, special districts, water agencies, and various not-for-profit organizations. As the concurring partner, Terry will work directly with Scott in planning and performing the engagement. In addition, he will provide technical consultation for the engagement team.

Brianna Schultz, CPA, CGMA – Partner, Quality Control Reviewer

Brianna will be the Quality Control Reviewer. She is licensed to practice as a certified public accountant in the State of California and has over 13 years of practical, governmental accounting and auditing experience. Brianna will be responsible for the final quality control review of all released opinions and related reports.

Veronica Hernandez, CPA – Audit Manager

Veronica is an audit manager with the firm. She is licensed to practice as a certified public accountant in the State of California. Veronica has over 7 years' experience in providing accounting and auditing services for municipalities, special districts and various not-for-profit organizations. As an audit manager, she will work directly with the audit in-charge and partner, while supervising the engagement team during all phases of the engagement. In conjunction with the audit in-charge, she will also oversee the preparation of any required reports.

Jeffery McKennan, CPA – Audit Senior

Jeff is an audit senior with the firm. He has over two years of experience in providing accounting and auditing services for municipalities, special districts and various not-for-profit organizations. As an audit senior, he will work closely with the engagement partner and manager and be responsible for planning the audit, supervising the staff assigned to the engagement, and performing reviews of all work-papers prepared for the engagement. In addition, he will also be responsible for the preparation of any required reports.

Partner, supervisory, and staff qualifications and experience (continued)

Staff level accountants

All staff accountants employed by us and working on governmental audits are qualified to perform such audits. Prior to “audit season”, our staff are subject to a rigorous training regimen in which we go over all aspects of our audit process and audit programs ensuring staff members have a solid foundation prior to starting fieldwork. Each staff member is encouraged to take on increased responsibility for engagements previously worked on. This enables our staff to grow on each engagement and allows them to continue to gain the skills and knowledge required to perform the audits.

In summary, we want to emphasize the credentials of the above professionals who will be directly responsible for the quality of service that you will receive. Additionally, our audit team has another attribute that is very important, even though it is intangible – the professionals assigned to the audits have previously worked together as a multi-disciplined team, thus ensuring a smooth, efficient, and effective audit. We are committed to allocating the necessary resources to ensure that we provide continuity of personnel throughout the term of our relationship with the City.

Full engagement team resumes are provided as follows.

Partner, supervisory, and staff qualifications and experience (continued)

Engagement team resumes



Scott W. Manno, CPA, CGMA
Engagement

Professional experience

Mr. Manno began his career with Thomas, Bigbie and Smith in 1995 after serving in the United States Army. He spent six years with the firm primarily working on audits of municipalities, special districts and redevelopment agencies as well as various not-for-profit organizations. He joined Rogers, Anderson, Malody & Scott, LLP in July 2001. Currently, Mr. Manno serves as a technical reviewer for the GFOA ACFR Award program. In addition, he is part of the California State Society of Certified Public Accountants Governmental Accounting and Auditing Committee which meets periodically to discuss current events, pronouncements, etc.

Education/licenses

Bachelor of Science, Business Administration – California State University, San Bernardino
Certified Public Accountant – State of California
Chartered Global Management Accountant – American Institute of Certified Public Accountants

Related professional experience

Partial listing of relevant governmental agencies served (*includes enterprise fund accounting):

City of El Cajon*	Town of Yucca Valley	City of La Mesa*	City of La Verne
City of Sierra Madre*	City of Santa Paula*	City of Beaumont*	City of 29 Palms
City of Moreno Valley*	City of Beaumont*	City of San Marcos*	City of Loma Linda*
City of Live Oak*	City of Perris*	City of Exeter*	City of Woodlake*
City of San Jacinto*	City of Menifee	City of Rolling Hills Est.	City of Ojai*

Mr. Manno has completed over 232 hours of continuing professional education courses over the past three years of which the following select courses are relevant to this engagement:

- ◆ Government Risk Assessment
- ◆ Audits of State and Local Governments
- ◆ Government Accounting and Auditing Update
- ◆ State and Local Government Audit Planning Considerations

Professional affiliations

Mr. Manno is a member of the following organizations:

- ◆ American Institute of Certified Public Accountants (AICPA)
- ◆ California Society of Certified Public Accountants (CalCPA)
- ◆ Association of Government Accountants (AGA)
- ◆ Association of Certified Fraud Examiners (ACFE)
- ◆ Government Finance Officers Association (GFOA)
- ◆ California Special Districts Association (CSDA)
- ◆ California Society of Municipal Finance Officers (CSMFO)

Partner, supervisory, and staff qualifications and experience (continued)



Terry P. Shea, CPA
Concurring

Professional experience

Mr. Shea began his career with Thomas, Byrne and Smith in 1981. He spent five years with the firm primarily working on audits of municipalities, special districts, redevelopment and other governmental agencies. He joined Rogers, Anderson, Malody & Scott, LLP in 1987 where he has completed governmental audits including municipalities and provided financial consulting services for various cities.

Education/licenses

Bachelor of Arts – California State University, Fullerton
Certified Public Accountant – State of California

Related professional experience

Partial listing of relevant governmental agencies served (*includes enterprise fund accounting):

City of La Mesa*	City of Loma Linda*	City of Sierra Madre*	City of Grand Terrace*
City of San Jacinto*	City of El Cajon*	City of Imperial Beach*	City of 29 Palms
City of Ojai*	City of Thousand Oaks*	City of Perris*	City of Brawley*
City of La Verne*	City of Goleta	City of Hawthorne	City of Lawndale*
City of Live Oak*	City of Menifee	City of Aliso Viejo	City of Fontana*

Mr. Shea served as the Interim Finance Director for the City of Grand Terrace from April 2021 thru December 2022. He currently serves as the Contract Finance Director for a County of Riverside city.

Continuing professional education

Mr. Shea has completed over 195 hours of continuing professional education courses in the past three years, of which, the following select courses are relevant to this engagement:

- ◆ GASB Update
- ◆ Governmental Entities and Cyberfraud
- ◆ Governmental Auditing Skills
- ◆ Government Accounting

Professional affiliations

Mr. Shea is a member of the following professional organizations:

- ◆ American Institute of Certified Public Accountants (AICPA)
- ◆ California Society of Certified Public Accountants (CalCPA)
- ◆ Government Finance Officers Association (GFOA)
- ◆ California Society of Municipal Finance Officers (CSMFO)

Partner, supervisory, and staff qualifications and experience (continued)



Brianna Schultz, CPA, CGMA
Quality Control Partner

Professional Experience

Ms. Schultz began her career with Rogers, Anderson, Malody & Scott, LLP in July 2014, and had over three years' experience with another public accounting firm serving the same industry. During her time with the firm, she has worked primarily on audits of municipalities, special districts and redevelopment agencies, as well as various non-profit organizations.

Education

Bachelor of Science – California State University, San Bernardino
Certified Public Accountant – State of California
Chartered Global Management Accountant – American Institute of Certified Public Accountants

Related Professional Experience

Partial listing of relevant governmental agencies served (*includes enterprise fund accounting):

City of Menifee	City of Aliso Viejo	City of Claremont*	City of Chino*
City of Glendora*	City of Rolling Hills Est.	City of San Bernardino	City of Sierra Madre*
City of La Verne*	City of Loma Linda*	City of South Pasadena*	City of West Covina*
City of La Mesa*	City of Baldwin Park	City of El Cajon*	City of Hawthorne*

Ms. Schultz obtained the AICPA's *Advanced Single Audit Certificate* in 2019 and the *Intermediate Single Audit Certificate* in 2017. She served as the contract Interim Accounting Manager for the City of Glendora in 2016 and the Senior Accountant for the City of Rancho Cucamonga in 2015. Additionally, she is a reviewer for the GFOA ACFR Program.

Continuing Professional Education

Ms. Schultz has completed over 160 hours of continuing professional education courses over the past three years of which the following select courses are relevant to this engagement:

- ◆ Governmental Accounting and Auditing Conference
- ◆ 2022 Single Audit Update
- ◆ How to Implement GASBS 87 and Maintain Compliance

Professional Affiliations

Ms. Schultz is a member of the following organizations:

- ◆ American Institute of Certified Public Accountants (AICPA)
- ◆ California Society of Certified Public Accountants (CalCPA)
- ◆ Government Finance Officers Association (GFOA)
- ◆ California Society of Municipal Finance Officers (CSMFO)

Partner, supervisory, and staff qualifications and experience (continued)



Veronica Hernandez, CPA
Audit Manager

Professional Experience

Ms. Hernandez is an audit manager with the firm. She has over 7 years' experience in providing accounting and auditing services for municipalities, special districts and various nonprofit organizations. Currently, Ms. Hernandez serves as a technical reviewer for the GFOA ACFR Award Program

Education

Bachelor of Science – California State University, San Bernardino
Certified Public Accountant – State of California

Related professional experience

Partial listing of relevant governmental agencies served (*includes enterprise fund accounting):

City of Santa Paula*	City of Santee	City of Beaumont*	City of Moreno Valley*
City of San Marcos*	City of La Verne*	City of Loma Linda*	City of Fillmore*
City of El Cajon*	City of West Covina*	City of Redondo Beach*	Town of Yucca Valley
City of Aliso Viejo	City of Moorpark*	City of San Jacinto*	City of La Mesa*
City of Claremont	City of Hawthorne	City of Poway*	

Continuing Professional Education

Ms. Hernandez has completed over 100 hours of continuing professional education courses over the past two years of which the following select courses are relevant to this engagement:

- ◆ Governmental Accounting and Auditing Update: GASB 87 Leases
- ◆ Promises and Pitfalls of American Rescue Plan Grants & Others
- ◆ A 360 view of OPEB Trust
- ◆ Critical Concepts of Accounting for Capital Assets
- ◆ Discover GFOA Best Practices

Professional affiliations

Ms. Hernandez is a member of the following professional organizations:

- ◆ American Institute of Certified Public Accountants (AICPA)
- ◆ California Society of Certified Public Accountants (CalCPA)
- ◆ California Society of Municipal Finance Officers (CSMFO)

Partner, supervisory, and staff qualifications and experience (continued)



Jeffrey McKennan, CPA
Audit Senior

Professional Experience

Mr. McKennan joined Rogers, Anderson, Malody & Scott, LLP in May 2021, primarily providing accounting and auditing services for municipalities, special districts, and various nonprofit organizations.

Education

Master of Science in Accountancy – California State University, San Bernardino
Bachelor of Arts in Business Administration – California State University, San Bernardino
Certified Public Accountant – State of California

Related professional experience

Partial listing of relevant governmental agencies served (*includes enterprise fund accounting):

City of San Marcos*	City of Menifee
City of Hawthorne*	City of Thousand Oaks*
City of Calabasas*	City of Moreno Valley*
City of Loma Linda	City of San Jacinto

Continuing Professional Education

Mr. McKennan has completed the following select courses that are relevant to this engagement:

- ♦ Intermediate Governmental Accounting
- ♦ 2022 Single Audit Update
- ♦ Audits of State and Local Governments

Professional affiliations

Mr. McKennan is a member of the following professional organizations:

- ♦ American Institute of Certified Public Accountants (AICPA)
- ♦ California Society of Certified Public Accountants (CalCPA)
- ♦ California Society of Municipal Finance Officers (CSMFO)

CITY OF HANFORD

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Client references

Entity:	City of El Cajon
Scope of Work:	Financial Audit/ACFR*/Single Audit
Date:	Years ending June 30, 2007 - present
Engagement partner:	Mr. Scott Manno
Total hours:	Approximately 375 hours each year
Contact Person:	Mr. Luca Gonzales, Financial Operations Manager, (619) 441-1543
Address:	200 Civic Center Way, El Cajon, CA 92020

Entity:	Town of Yucca Valley
Scope of work:	Financial Audit/ACFR*/Successor Agency
Date:	Years ending June 30, 2008 - present
Engagement partner:	Mr. Scott Manno/Mr. Brad Welebir
Total hours:	Approximately 350 hours each year
Contact person:	Mr. Curtis Yakimow, Town Manager (760) 369-7207
Address:	57090 Twentynine Palms Highway, Yucca Valley, CA 92284

Entity:	City of San Jacinto
Scope of work:	Financial Audit/ Single Audit/Successor Agency
Date:	Years ending June 30, 2011 - present
Engagement partner:	Mr. Scott Manno/Mr. Terry Shea
Total hours:	Approximately 300 hours each year
Contact Person:	Mr. Tom Prill, Deputy City Manager, (951) 487-7330
Address:	595 S. San Jacinto Avenue, San Jacinto, CA 92583

Entity:	City of San Marcos
Scope of work:	Financial Audit/ACFR*/Successor Agency/Single Audit
Date:	Years ending June 30, 2014 - present
Engagement partner:	Mr. Terry Shea/Scott Manno
Total hours:	Approximately 400 hours each year
Contact person:	Ms. Lisa Fowler, Finance Director, (760) 744-1050
Address:	1 Civic Center Drive, San Marcos, CA 92069

Entity:	City of Rolling Hills Estates
Scope of work:	Financial Audit/ACFR*
Date:	Years ending June 30, 2019 - present
Engagement partner:	Mr. Scott Manno
Total hours:	Approximately 250 hours each year
Contact person:	Mr. Mike Whitehead, Admin. Services Director, (310) 377-1577, ext.112
Address:	4045 Palos Verdes Drive North, Rolling Hills Estates, CA 90274

Entity:	City of Imperial Beach
Scope of work:	Financial Audit
Date:	Years ending June 30, 2021 - present
Engagement partner:	Mr. Terry Shea
Total hours:	Approximately 350 hours each year
Contact person:	Mrs. Joann Gitmed, Finance Director, (619) 628-1361
Address:	8025 Imperial Beach Blvd., Imperial Beach, CA 91932

* = received GFOA award.

See Attachment A for a listing of current government clients served.

Specific audit approach

Services to be provided

The City desires the auditor to express an opinion(s) on the fair presentation of the financial statements for the following: the City of Hanford in accordance with generally accepted accounting principles.

In addition, we shall:

- Prepare the financial statements.
- Apply certain limited procedures related to Management's Discussion and Analysis and Required Supplementary Information and provide an "in-relation-to" report on the combining and individual fund financial statements and supporting schedules, if applicable.
- Provide opinions as to the compliance with the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (OMB Uniform Guidance). RAMS is to provide an "in-relation-to" report on the Schedule of Expenditures of Federal Awards based on the auditing procedures applied during the audit of the financial statements.
- Test compliance with Article XIII B pertaining to the City's appropriation limit and prepare an Agreed-Upon Procedures report to the City Council regarding compliance.
- Prepare the Annual Financial Transaction and Streets Reports (currently we utilize a sub-contractor for this), if requested.
- Provide reasonable consultation throughout the year.

Our audit(s) will be in accordance with:

- Generally Accepted Auditing Standards as promulgated by the American Institute of Certified Public Accountants, including requirements found in the most recent AICPA audit guide *Audits of State and Local Governments*.
- *Government Auditing Standards* issued by the Comptroller of the United States of America.
- Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (OMB Uniform Guidance).
- Any other applicable standards for other items outlined in the Scope of Work to be performed and/or reports to be issued.

Reports to be issued:

- A report on the fair presentation of the financial statements in conformity with GAAP.
- A report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards* (material weaknesses or significant deficiencies).
- A report in compliance with requirements applicable to each major federal program and internal control over compliance in accordance with the *Uniform Guidance*.
- Prepare Management Letter that includes significant and less significant (i.e., reportable and non-reportable) recommendations for improvements to internal control.
- We will issue reports to those charged with governance (SAS 114 letters) as required by auditing standards.

RAMS will also perform the following:

- Make an immediate, written notification of all irregularities and illegal acts or indication of illegal acts of which we become aware to the following: City Manager and City Attorney.

Specific audit approach (continued)

Engagement approach

Our engagement approach for your audit will be developed, in part, by using established goals which will enable measurement of the audits progress by the engagement partner and lead auditor. This involves frequent communication between the partner and the engagement team to ensure that all audit objectives are achieved and that any issues which may arise are communicated and dealt with on a timely basis. In addition, our in-depth knowledge and expertise in governmental accounting and auditing has allowed us to identify key audit and accounting risks in the government environment. More importantly, the approach provides for a complete reassessment of the control environment in each year's audit and thus enables us to respond to any needed risk assessment changes.

Our engagement approach has been developed and refined over many years. The foundation of our approach revolves around the following:

- **Knowledge and experience.** We have been auditing governmental entities like the City, both large and small, for over 75 years. This experience has allowed us to gain in-depth knowledge of the governmental environment which in turn allows us to perform a more efficient and effective audit. It also enables us to perform detailed risk assessment procedures allowing us to identify significant audit risk areas within the City and its control environment.
- **Intelligent design:** As discussed later in our proposal, all our audits are designed using our powerful, intelligent audit software/data analytic tools (Engagement and *Teammate Analytics*). This allows us to analyze substantial amounts of data in seconds increasing both the efficiency and, more importantly, the effectiveness of all our audit engagements.
- **Oversight.** Professional judgment is not developed overnight. Our partners, managers and supervisors have been deeply involved in governmental audits on a continuous basis for most of their professional careers. By having direct partner and manager oversight, we can design audit strategies that result in effective and efficient audits.
- **Timeliness.** Deadlines are not just "dates" to us, they are professional commitments. All required, agreed upon deadlines will be met.
- **Open communication.** Open lines of communication with all parties (the engagement team members and City Management and staff) throughout the audit process helps to eliminate "surprises." Proper planning and proper use of experienced engagement personnel tend to provide for an effective and efficient audit process. Consequently, inefficiencies, disruptions, and lack of understanding are kept to a minimum.
- **Availability.** All engagement team members are available throughout the year for any questions or additional consultation. City staff will have direct access to the partner, manager, and other supervisory staff at all times during the engagement, as well as after.
- **Cost effectiveness.** Our customized audit approach and procedures and our experienced auditors help to reduce your overall audit costs while still providing an effective audit and high-quality reports.
- **Risk based approach.** Our detailed risk assessment procedures will consist of activities performed to obtain an understanding of the City and its environment, including its internal control. Evidence from these activities will provide the basis for our assessment of risks of material misstatement at the financial statement and relevant assertion levels. While performing our risk assessment procedures and we may choose to perform further audit procedures concurrently with risk assessment procedures as deemed necessary. In addition, risk assessment procedures will provide some of the necessary evidence about the relevant assertions related to classes of transactions, account balances, or disclosures and about the operating effectiveness of controls.

Specific audit approach (continued)

As indicated in the previous section of the proposal, the overall objective of the engagement with the City is to conduct an audit of the financial statements in accordance with required auditing standards and the expression of an opinion(s) on those financial statements. Beyond that initial objective, we believe that our engagement approach provides certain other value-added characteristics, at no additional cost, which will benefit the City over the long-term:

- All our audits are designed to be performed in an efficient and effective way to minimize disruption to the office operations.
- We offer practical observations and recommendations relating to internal control issues, implementation of accounting standards and the policies and procedures regarding both.
- We identify opportunities for operating efficiencies which can be used to decrease operating costs of the City.

Audit approach and proposed audit segmentation

The following is a summary of the audit team's audit approach for the engagement. The audit will be divided into the following segments:

Segment 1 – Interim testing – planning, pre-audit administration, and internal control testing

During this phase of the audit, our principal objectives will be to gather information about the City and its environment, including its internal control over financial reporting.

In order to achieve the desired objectives of this phase of the audit, we will:

- Meet with the City's staff in order to determine convenient dates in which we can begin our audit and to discuss the assistance to be provided by the City's staff.
- Hold brainstorming sessions with engagement team members to discuss the susceptibility of the City's financial statements to material misstatement and fraud.
- Review and evaluate the City's accounting and reporting processes by reviewing the prior year's audit workpapers, any City-prepared documents such as budgets, in-house financial reports, policies and procedures manuals, minutes of governance meetings, etc., and by using various analytical procedures. Analytical procedures will enhance our understanding of the City and will help us identify areas that may need further assessment and additional testing.
- Review and retain copies of any pertinent local, state and federal statutes, regulations, or charters that apply to the City.
- Evaluate the design of controls that are relevant to the audit by obtaining a thorough understanding of the City's internal controls over financial reporting and compliance by documenting key internal control components, utilizing questionnaires, walkthroughs, inquiring of the City's personnel, and observing and reviewing key supporting documentation (a more thorough explanation of this process is discussed later in the technical proposal).
- Test controls, if control risk is to be assessed below maximum, by selecting a sample of transactions within the audit area being tested and reviewing supporting documentation to determine whether the relevant controls are in place and functioning properly.
- Document and review with management, any findings noted during the testing of internal controls and provide a preliminary management letter that will include our recommendations for improving any weaknesses in operations. The letter will also include suggestions for improving the efficiency of the City's operations.

Specific audit approach (continued)

- Utilize our powerful audit data analytic software allowing us to analyze large amounts of data in seconds and focusing on areas/transactions that are red flagged.

In addition, we will perform the following procedures related to IT General Controls that “touch” financial data:

- *Security access (including physical) controls:* evaluate the general system security settings and password parameters; evaluate the process for adding, deleting, and changing security access; evaluate the access capabilities of various types of users; evaluate access controls to networks and financial applications; evaluate access controls related to data files; and evaluate physical access to networks, servers, etc.
- *Computer operations:* Evaluate backup and recovery processes and review processes of identifying and handling operational problems.
- *System development and system changes:* Evaluate processes related to system development and system changes (if applicable).
- *Application testing:* We will determine if the testing of application controls is deemed necessary based on our professional judgment in the planning stages of the engagement.

This phase of the engagement for the audit will be performed by the audit senior and two/three staff accountants with direct supervision by the audit manager and partner.

Segment 2 – Year-end testing – substantive testing

During this phase of the audit, our principal objectives will be to assess the risk of material misstatement at the financial statement level and specific assertions, design overall responses to assessed risks and further audit procedures, perform substantive tests, and complete the audit and evaluate audit findings, if applicable.

In order to achieve the desired objectives of this phase of the audit, we will:

- Identify significant risks and develop a detailed audit plan using the results in Segment 1.
- Design substantive tests of account balances designed and modified specifically for the City’s operations and assessed level of risk. Substantive procedures will consist of testing material balance sheet accounts, material revenue and expenditure/expense accounts along with various analytical procedures as deemed necessary. In addition, various accounts may be confirmed with outside parties (cash, investments, etc.).
- Determine whether our testing supports the assessed level of risk initially assigned at the financial statement level and at the assertion level.

This phase of the engagement for the audit will be performed by the audit senior and two/three staff accountants with direct supervision by the audit manager and partner.

If any proposed audit adjustments are noted during this phase, we will discuss and explain them, in detail, with the appropriate level of management prior to posting.

Specific audit approach (continued)

Segment 3 – Reporting – report preparation/audit conclusion (workpaper review)

During this phase of the audit, our principal objectives will be to evaluate whether the financial statements, taken as a whole, are free from material misstatement and form an opinion(s) and issue our report.

In order to achieve the desired objectives of this phase of the audit, we will:

- Determine whether, based on our substantive testing and other procedures, the financial statements, taken as a whole, are free of material misstatement. This will provide the basis for our opinion(s).
- Review all audit workpapers to ensure that the audit was performed in accordance with the required standards (GAAS, GAGAS, etc.) and prepare drafts of all required reports by the agreed-upon dates.
- Conduct an independent review of the financial statement draft by the engagement's quality control partner and issue all reports by the agreed-upon dates.

This phase of the engagement will be performed by the audit senior and one staff accountant with direct supervision by the audit manager and partner. In addition, the engagement's quality control partner will perform a detailed quality control review of the financial statements.

The above procedures are a general list of procedures to be performed. After our initial review of the City and our detailed risk assessment, we will customize the engagement and gear it towards the specifics of the City and the audit itself. In doing so, we will determine which procedures to perform relative to our risk assessment. All our audits are customized to each entity, helping to ensure a complete, effective, and efficient audit. The foundation of the above approach is based on open communication coupled with a strong knowledge of the City's operations and detailed planning at the initial stages of the audit.

Our firm is dedicated to performing a timely audit engagement. Prior to the start of the audit, we will meet with City staff and decide on adequate timeframes, agreed upon by both the City and us, for the performance of the audit and the release of the financial statements. *We will dedicate the necessary resources to meet any agreed upon time frames.*

Level of staff and approximate number of hours assigned to each segment

Segment	Partner	Manager	Senior	Staff	Total
Segment 1	6	8	30	74	118
Segment 2	11	12	48	96	167
Segment 3	14	11	42	23	90
Totals*	31	31	120	193	375

* = Financial audit hours only

Sample sizes (including for compliance testing)

Our sample sizes will be determined in accordance with the AICPA's *Audit and Accounting Guide, Audit Sampling*, and will be selected using professional judgment or our TeamMate Analytics software, depending upon circumstance, as permitted by Statement on Auditing Standards. Our methods are designed to provide the most audit coverage without expending excess time. Our sample sizes will depend upon our preliminary assessment of control risk, our planned substantive testing and analytical procedures as well as our professional judgement.

Specific audit approach (continued)

We utilize our Computer Aided Audit Tools (CAAT) software, Teammate Analytics, to draw our audit samples. The software allows us to generate random samples, systematic samples, stratified samples, attributes samples as well as monetary unit samples (also called probability-proportional-to-size or dollar unit sampling).

Intelligent audit technology

Our audits are designed to be intelligent using our powerful audit software tools (Engagement and Teammate Analytics). In addition, all audit team members are linked to each other using wireless connections which enables them to share information at an almost real-time speed. Below are some of the benefits of our audit technologies:

- ***We utilize Teammate Analytics, a suite of more than 200 dynamic Computer Aided Audit Tools (CAATs). This allows us to analyze large amounts of data in seconds. Using data received directly from the City, we can perform the following: search for duplicate checks, detect transactions occurring on holidays/weekends or during unusual hours, perform Benford's Law analysis, and identify instances when a vendor has issued multiple invoices with sequential references along with many other tests. The software empowers our audit teams with the ability to perform powerful, meaningful data analysis which will build upon our other value-added services.***
- We can create our own analytical schedules allowing for easy analysis of current balances to prior year balance, current vs budget balance, thus reducing significant City staff time.
- Once your trial balances and financial statements are entered into our software, we can observe your financial statements in the field allowing us to notice any variances and address them immediately.
- We link the financial statement schedules directly to our audit software trial balances, and as a result, we can provide the City with fund financial statements almost immediately after importing the trial balances.
- We can provide the City with our audited trial balances which show the coding of the financial statement schedules for ease of review for City staff. These reports show each account coded to a specific financial statement line item/function as well as journal entries posted during the audit.

Analytical procedures

In order to properly utilize analytical procedures, industry background and knowledge are needed. With our firm's long history and qualified staff, we believe we have the necessary knowledge and experience to effectively apply analytical procedures. We will utilize analytical review procedures throughout our audit of the City.

- During the interim phase of our audit, we will compare current and prior year unadjusted balances to determine which areas may need additional analysis; we will also compare current year actual amounts to the City's annual budget (both original and adopted).
- During the final phase of our audit, we will perform procedures like those mentioned above, as well as compare certain financial ratios for current and prior years. We will also conduct certain "reasonableness" tests. Any significant variances are investigated further through inquiry and other substantive testing as deemed necessary until resolved to our satisfaction.
- Finally, after we have completed our fieldwork, we will compare current and prior year audited balances, keeping in mind expected relationships obtained from our knowledge of the City, similar entities and the general economic environment. In addition, we may choose to use various other analytical techniques such as trend analysis, etc.

Unlike other audit firms, we use analytical procedures to supplement our substantive testing, not supplant them.

Specific audit approach (continued)

Understanding of internal control over financial reporting

Our approach to obtaining an understanding of the City's internal control over financial reporting will be performed in accordance with professional standards as promulgated by the American Institute of Certified Public Accountants – our understanding will include the *Control Environment*, *Risk Assessment*, *Control Activities*, *Information and Communication*, and *Monitoring*. We will use customized procedures which we have developed internally to evaluate your internal control systems. By combining our customized procedures and our detailed knowledge of the City and its environment, we will be able to provide constructive feedback in areas we feel need improvement. In addition to our customized procedures, we will also perform the following:

Control Environment. Through inquiry of the City's personnel, prompted by questionnaires, personal knowledge, and review of the minutes of the governing body meetings, we will obtain an understanding of managements and the governing body's attitudes, awareness, and actions concerning the control environment, focusing on the substance of the controls rather than their form.

Risk Assessment. Through inquiry of the City's personnel and the use of questionnaires, we will obtain sufficient knowledge of the City's risk assessment process to understand how management considers risks relevant to financial reporting objectives and decides upon actions to address those risks. This will include understanding how management identifies risks, estimates the significance of these risks, assesses the likelihood of their occurrence, and relates them to financial reporting.

Control Activities. Certain control procedures will be documented during our analysis of the control environment and the accounting system. However, many specific control procedures will still need to be documented that will focus primarily on the City's major transaction cycles. As mentioned above, we will test the City's control procedures on which we intend to rely on for safeguarding assets from unauthorized use or disposition and detecting/preventing unauthorized transactions. Any flow charts, organizational charts and any other manuals, programs, and financial and management information systems will be analyzed during this process.

Information and Communication. Through inquiry of the City's personnel, we will identify the major types of transactions engaged in by the City. We will become familiar with the treatment of those transactions, including how the transactions are initiated, the related accounting records, and the manner of processing the transactions. Finally, we will obtain an understanding of the City's financial reporting process used to prepare financial reports, including the approaches used in making accounting estimates and disclosures.

Monitoring. Through inquiry of the City's personnel and the use of questionnaires, we will obtain sufficient knowledge of the major types of activities the City uses to monitor internal control over financial reporting. We will also determine how those activities are used to initiate corrective actions.

Specific audit approach (continued)

Approach in determining applicable laws and regulations

We understand the importance of laws and regulations in planning an audit of a local governmental entity and design all our audits to ensure we test transactions for compliance. As part of our audit process, our audit team will obtain an understanding of the laws and regulations that will have a direct and material effect on the City's financial statements. In determining which laws and regulations are applicable to the City's financial statement audit, we will consult the following sources:

- AICPA Audit and Accounting Guide, *Audits of State and Local Governments*
- California Government Code (investments, GANN limit requirements, etc.)
- Applicable State of California laws
- U.S. Government Accountability Office's *Government Auditing Standards* (The Yellow Book), latest revision
- Applicable contracts/grants of the City
- *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (OMB Uniform Guidance)

After consulting the applicable sources, we will design our audit to provide reasonable assurance of detecting material instances of noncompliance while continuing to refer to the applicable compliance guideline to ensure changes in compliance are not missed.

Auditing in a remote environment

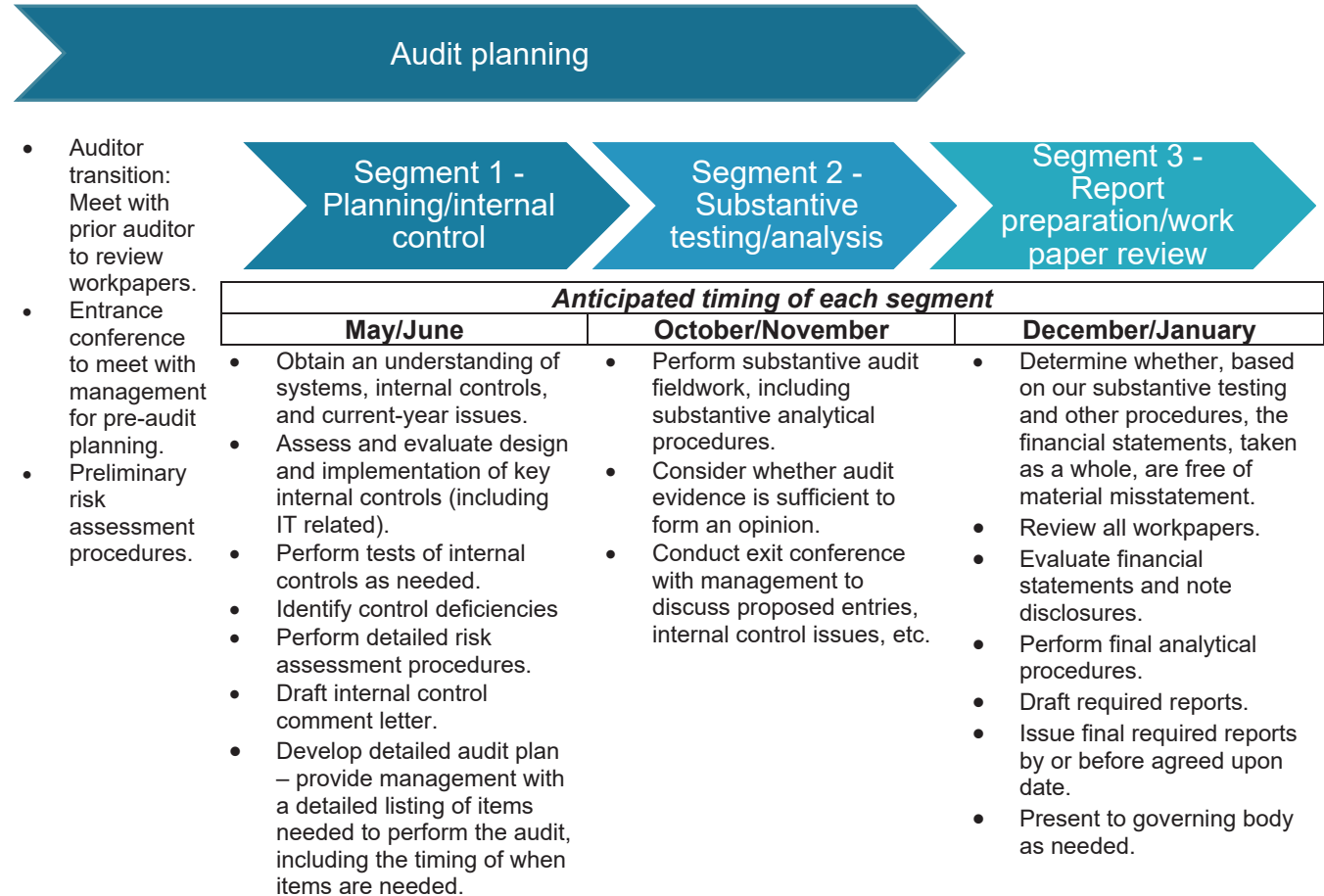
The availability and use of technology has had a significant impact on the accounting and auditing profession, allowing us to provide professional services across longer distances and timelier than ever before. We have continued to evolve our ability to serve our clients remotely since the COVID-19 pandemic and have experienced new efficiencies for both auditor and auditee. We anticipate continuing to perform substantially all our audit work remotely and will work with the City to maximize the remote efficiencies using technology. If the City would like members of the audit team on-site, we will work with City management on determining an acceptable staffing level.

In the remote environment, we maintain regular and routine contact with our clients throughout the audit planning, fieldwork, and conclusion phases with the use of email, phone calls, secure portals, video conferencing, project tracking schedules, and any other means necessary to ensure the timely completion of the audit by any agreed-upon deadlines. Our audit team is very responsive to our clients and we encourage our clients to connect with us throughout the year for any matters that may affect the audit or of a general accounting nature. We have found this to be mutually beneficial for both our clients and the annual audit work.

Remote auditing has many benefits some tangible, as listed above, others intangible. In performing remote audits, we are bettering our employee's quality of life by reducing unnecessary travel time, reducing traffic congestion on our local freeways while also helping to improve Southern California's air quality.

Specific audit approach (continued)

Proposed audit timing



Proof of insurance

We currently carry sufficient insurance and if we are selected as auditor, we will provide our standard proof of insurance.

Contract terminations

Our firm has not had a contract terminated in the last five years.

CITY OF HANFORD

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Other

Proposed contract revisions

We propose the following changes to Section 8 of the City's *Sample Agreement for Services*:

8. **Ownership of Documents.** All plans, studies, documents and other writings and electronic disks containing drawings prepared by and for Consultant, its officers, employees, agents and subcontractors in the course of implementing this Agreement, ***except those items defined as audit documentation under professional standards promulgated by the American Institute of Certified Public Accountants (AICPA), which will be the property of Consultant,*** ~~except working notes and internal documents,~~ shall become the property of City, and City shall have the sole right to use such materials in its discretion without further compensation to Consultant or to any other party. Consultant shall, at Consultant's expense, provide such reports, plans, studies, documents and other writings to City upon written request.

Governmental Accounting Standards Board Statements (GASBS) implementation

One potential problem could be the implementation of any future GASBS. With our deep understanding of governmental accounting and auditing, constant training, and broad resources, we do not anticipate any issues during a GASB implementation. Our approach to any GASB statement implementation would be as follows: gain a thorough understanding of the pronouncement; determine applicability to the City; if applicable, discuss the statement and how it will affect the City with City staff; and provide guidance to City staff on the accounting and financial reporting implications.

Condition of records

Our proposed fee assumes the following: the City will be adequately prepared for the audit and the City's financial operations and working trial balance will be consistent from year to year. If, after we receive the working trial balances, we notice there are excessive new accounts over the prior year; or if there are excessive subsequent journal entries; prepared by client workpapers do not agree to the working trial balances, there are new funds/functions within the City, etc., or other changes that necessitate a significant amount of time to address, we will need to come to an agreed upon change order to address any possible additional costs incurred by the firm. If the need for additional work comes to our attention, we will immediately notify City staff. If you choose to have us perform the additional work, then such work will be performed at the same hourly rates applicable to the audit and set forth in an addendum to the contract between the City and our firm.

Management is also responsible for the implementation of new standards issued by the Governmental Accounting Standards Board. We will provide reasonable assistance in the preparation of the items, but any significant time needed to complete the financial statements will be billed separately.

Our proposed fee is also dependent on all items requested being completed in the format requested or in a mutually agreed upon format and uploaded to the Engagement Organizer hosted by our firm in a timely manner in accordance with the agree-upon audit timeline.

First year ACFR preparation

Since the City has not prepared an ACFR in the past and due to the complexity of preparing an ACFR, our firm would need to charge an additional agreed upon fee in the first year of the engagement. If awarded the contract, we can discuss this further.

GOVERNMENT CLIENTS SERVED

Government Client	Years Served	CSMFO/ GFOA Awards	Successor Agency	Housing Authority
City of Aliso Viejo	6/30/2016 to 6/30/2022	Yes		
City of Beaumont	6/30/2020 to 6/30/2022	Yes		
City of Brawley	6/30/2022			
City of Calabasas	6/30/2020 to 6/30/2022	Yes		
City of Claremont	6/30/2016 to 6/30/2022	Yes	Yes	Yes
City of El Cajon	6/30/2007 to 6/30/2022	Yes	Yes	Yes
City of Exeter	6/30/2017 to 6/30/2022		Yes	Yes
City of Hawthorne	6/30/2016 to 6/30/2022	Yes	Yes	Yes
City of Imperial Beach	6/30/2022			
City of La Mesa	6/30/2011 to 6/30/2022		Yes	Yes
City of La Verne	6/30/2011 to 6/30/2022	Yes	Yes	Yes
City of Lawndale	6/30/2020 to 6/30/2022			
City of Live Oak	6/30/2022			
City of Loma Linda	6/30/2013 to 6/30/2022	Yes	Yes	Yes
City of Menifee	6/30/2014 to 6/30/2022	Yes		
City of Moreno Valley	6/30/2020 to 6/30/2022	Yes	Yes	Yes
City of Ojai	6/30/2020 to 6/30/2022			
City of Perris	6/30/2022		Yes	Yes
City of Rolling Hills Estates	6/30/2019 to 6/30/2022	Yes		
City of San Bernardino	6/30/2020 to 6/30/2022	Yes	Yes	
City of San Dimas	6/30/2021 to 6/30/2022		Yes	
City of San Jacinto	6/30/2011 to 6/30/2022		Yes	Yes
City of San Marcos	6/30/2014 to 6/30/2022	Yes	Yes	Yes
City of Santa Paula	6/30/2021 to 6/30/2022		Yes	Yes
City of Santee	6/30/2022	Yes		
City of Sierra Madre	6/30/2012 to 6/30/2022	Yes	Yes	Yes
City of South Pasadena	6/30/2018 to 6/30/2021		Yes	Yes
City of Thousand Oaks	6/30/2018 to 6/30/2022	Yes	Yes	Yes
City of Twentynine Palms	6/30/2011 to 6/30/2022	Yes	Yes	Yes
City of Wildomar	6/30/2022			
City of Woodlake	6/30/2017 to 6/30/2022		Yes	Yes
City of Yorba Linda	6/30/2022	Yes		
Town of Windsor	6/30/2019 to 6/30/2021			
Town of Yucca Valley	6/30/2008 to 6/30/2022	Yes	Yes	Yes
City of Canyon Lake	Accounting support			
City of Yucaipa	Accounting support			
City of Grand Terrace	Accounting support			
Beaumont Cherry Valley Water District	12/31/2017 to 12/31/2021	Yes		
Bedford-Coldwater Groundwater Sustainability Authority	6/30/2019 to 6/30/2022			
Big Bear Area Regional Wastewater Agency	6/30/2012 to 6/30/2022	Yes		
Capistrano Bay Community Services District	6/30/2013 to 6/30/2022			
Chino Basin Desalter Authority	6/30/2019 to 6/30/2022	Yes		
Conejo Recreation and Park District	6/30/2019 to 6/30/2022			
Consolidated Fire Agencies	6/30/2014 to 6/30/2022			
Crestline Village Water District	4/30/1996 to 6/30/2022			

GOVERNMENT CLIENTS SERVED (continued)

Government Client	Years Served	CSMFO/ GFOA Awards	Successor Agency	Housing Authority
Crestline-Lake Arrowhead Water Agency	6/30/1998 to 6/30/2022			
East Valley Water District	6/30/2022	Yes		
Elsinore Valley Municipal Water District	6/30/2015 to 6/30/2022	Yes		
Elsinore Valley Municipal Water District - WESA	6/30/2015 to 6/30/2022			
Elsinore Valley Municipal Water District FA	6/30/2015 to 6/30/2022			
Heartlands Communications Fac Auth	6/30/2007 to 6/30/2022			
Heartlands Fire Training Authority	6/30/2007 to 6/30/2022			
Idyllwild Water District	6/30/2011 to 6/30/2022			
Inland Valley Development Agency	6/30/2022			
Las Virgenes Municipal Water District	6/30/2022	Yes		
Leucadia Wastewater District	6/30/2022	Yes		
March Joint Powers Authority	6/30/2019 to 6/30/2022			
Mission Springs Water District	6/30/2021 to 6/30/2022			
Mojave Water Agency	6/30/2019 to 6/30/2021	Yes		
Montalvo Community Services District	6/30/2019 to 6/30/2020			
Mountain Communities Fire Safe Council	12/31/2013 to 12/31/2021			
Mountains Recreation and Conservation Authority	6/30/2019 to 6/30/2021			
Nipomo Community Services District	6/30/2016 to 6/30/2021	Yes		
Palos Verdes Peninsula Transit Authority	6/30/2019 to 6/30/2021			
Pine Cove Water District	6/30/2010 to 6/30/2021			
Pomona Valley Transportation Authority	6/30/2022			
Resource Con. Dist. of the Santa Monica Mountains	6/30/2015 to 6/30/2022			
Rim of the World Park & Rec. District	6/30/2006 to 6/30/2021			
Riverside County Citrus Pest Control District No. 2	to 6/30/2022			
Riverside County Citrus Pest Control District No. 3	6/30/2019 to 6/30/2022			
Rosamond Community Services District	6/30/2015 to 6/30/2022			
Rossmoor Community Services District	6/30/2005 to 6/30/2022			
Rubidoux Community Services District	6/30/2016 to 6/30/2022			
San Bernardino County Special Districts	6/30/2022			
San Bernardino Valley Muni Water District	6/30/2004 to 6/30/2022	Yes		
San Bernardino Valley Water Conservation District	6/30/2013 to 6/30/2022			
San Joaquin Regional Rail Commission	6/30/2022			
San Luis Rey Municipal Water District	6/30/2021 to 6/30/2022			
SBIAA	6/30/2017 to 6/30/2021			
Southern California Coastal Water	6/30/2022			
Successor Agency to the County of SB RDA	6/30/2014 to 6/30/2022			
Thousand Oaks Alliance for the Arts	6/30/2018 to 6/30/2022			
Triunfo Sanitation District	6/30/2020 to 6/30/2022	Yes		
Upper San Gabriel Valley MWD	6/30/2019 to 6/30/2022	Yes		
Valley of Enchantment Municipal Water Company	7/31/2013 to 7/31/2022			
Valley Water Company	6/30/2013 to 6/30/2022			
Ventura County Public Fin Authority	6/30/2012 to 6/30/2022			
West Basin Municipal Water District	6/30/2020 to 6/30/2022	Yes		
Yucca Valley Airport District	6/30/2020			
North County Dispatch Joint Powers Authority	Accounting support			
Crestline Sanitation District	Accounting support			
Running Springs Water District	Accounting support			
Phelan Pinon Hills Community Services District	Accounting support			



AGENDA STAFF REPORT

MEETING DATE: 4/18/2023	AGENDA SECTION: GENERAL BUSINESS
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SUBJECT:

Historic Resources Permit 2022-02, a request to replace the porch and balcony of the Kings Hand Laundry building. The property is designated as a contributing building within the Historic Overlay Zone. The project is located at 214 N. Green St. (APN 010-274-020)

RECOMMENDATION:

Adopt Resolution 23-06-R approving Historic Resources Permit 2022-02.

BACKGROUND:

See staff report attached.

FISCAL IMPACT:

ATTACHMENTS:

1. Staff Report - 214 N Green St
2. Resolution No. 23-06-R
3. Attachment 1 - Building Plans
4. Notice of Exemption No. 2023-20

**CITY OF HANFORD CITY COUNCIL
STAFF REPORT
Tuesday, April 18, 2023**

PROJECT: **Historic Resources Permit 2022-02**, a request to replace the porch and balcony of the Kings Hand Laundry building. The property is designated as a contributing building within the Historic Overlay Zone.

LOCATION: The project is located at 214 N. Green St. (APN 010-274-020)

STAFF RECOMMENDATION

1. Staff recommends that the City Council, by motion, adopt Resolution 23-06-R approving Historic Resources Permit 2022-02.

RECOMMENDED MOTION

1. I move to adopt Resolution 23-06-R approving Historic Resources Permit 2022-02.

PROJECT DESCRIPTION

The property is a contributing building located in the Historic District, shown below – circled in black.

Historic Overlay Zone and Properties



“Contributing building” means a structure within a historic district which structure retains scale, mass and other architectural characteristics to the degree that it contributes to the sense of time and place of the immediate area and the district. The building may have individual architectural significance or may be one of a grouping of background buildings that jointly contribute to the character of the immediate area and the district. Contributing buildings may reflect interim modifications if those modifications do not irreparably detract from the character of the building or if the modifications reflect an architectural style or particular era important to the development of the City. Contributing buildings shall also include structures that have a strong historical tie to activities, events, or individuals important in the development of the City.

In accordance with the Municipal Code Section 17.48, alterations to the exterior of a building located within the Historic Overlay Zone are required to be approved through a Historic Resources Permit, which must be approved by the City Council.

Section 17.48.040

No improvement or exterior architectural feature of any improvement shall be constructed or altered or enlarged which is located in the Historic Overlay District or identified as a historic site outside the District, unless a permit is issued pursuant to the terms of this chapter. The section shall not apply to any interior alteration which has no effect on the condition or appearance of any exterior architectural feature of an improvement. No structure listed on a State or National Register shall be moved or demolished, unless a permit is issued pursuant to the terms of this chapter.

Section 17.48.070

- A. A historic resource permit shall be required for any alteration of the exterior features of a building within a designated historic district, or a designated historic building or site, or to construct a new building or improvements upon property within a designated historic district except as otherwise provided in this Chapter 17.48, the City Council shall determine whether a historic resources permit shall be issued. A permit shall not be required for ordinary maintenance and repairs as defined in this section.
- B. Permit Procedures. An application for a historic resource permit shall be made on a form prescribed by the Community Development Department and shall be accompanied by the fees established by resolution of the City Council. The application shall include the information required by Section 17.60.020 for site plan review, complete elevation drawings of the proposed alterations, samples of proposed colors and materials, color photographs of all sides of any existing improvement, building or structure on the site, and such other information as may be required by the Community Development Department. If applicable, the application shall include the information required by Chapter 17.58 (permit for conditional uses) and Chapter 17.62 (planned unit development).

Applications for permits requiring City Council approval shall be placed on the next regular meeting of the City Council. The City Council may approve, approve with conditions, or deny the permit.

Building Description

The building was originally constructed in the early 1900's and occupied by the Kings Hand Laundry business, operated by the Tagawa family until its closure in 2015. Much of the building's original architectural style remains to this day, with minor modifications performed over the years. The removal of the deteriorated porch and balcony along the front of the building and the installation of a new foundation are the most recent prominent alterations to the building.

The applicant proposes to replace the porch and balcony with a new structure similar in appearance to the original, shown in **Attachment 1**. Site modifications will also include a new concrete walkway and ramp leading to an existing door on the northern side of the building, along with the potential installation of a steel handrail along the front of the porch.

According to Section 17.48.150(B)(6), "deteriorated architectural features shall be repaired, rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. The repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical or pictorial evidence, rather than on conjectural designs or the availability of different architectural elements from other buildings or structures." Since the former porch and balcony were removed, repair is infeasible, and a replacement porch and balcony will be constructed in order to match the historic appearance of the structure as closely as possible. Shown below is a photograph of the previous porch and balcony that the new construction will replicate. The location of the new structure will be identical to the original, and the new structure will resemble the original composition, design, color, and texture as closely as possible.



In addition, as stated in Section 17.48.150(C)(5)(b), "where the replacement of wooden exterior features or portions of such features is necessary, the new structure should be constructed to resemble, as closely as possible, the original structure." Likewise, per Section 17.48.150(C)(1)(f), "wooden balconies, canopies and porches are traditional to some buildings within the historic

district and are an acceptable element of store fronts where such features can be appropriately documented. The recreation of such elements should be carefully considered to ensure that they are a faithful reproduction of original features, based on photographic and documentary evidence. Interim building modifications which in themselves represent an important historic era or architectural style in the development of the area should not, however, be obscured or destroyed in the rebuilding of such features.” As shown in the photo above, the wooden porch and balcony are documented as being a historic feature of the building. The recreation of the porch and balcony shall resemble, as closely as possible, the original structure.

A minor modification will be the inclusion of three steps on the northern side of the porch in order to provide adequate accessibility for any future visitors who may have difficulty with the height of the porch. The new steps will be wooden to match the rest of the porch. According to Section 17.48.150(B)(9), “contemporary design for alterations and additions to existing buildings, structures or site shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material and such design is compatible with the size, scale, color, materials and character of the property, neighborhood or environment.” The new steps will not destroy any significant material and their design will be compatible with the rest of the structure. In addition, a new ramp, with a flat walkway connected to the public sidewalk, on the northern side of the building will provide ADA access to an existing doorway on that side of the building.

Staff is supportive of the request to provide safety handrailing on the front of the porch, should the applicant proceed with that option, along with the handrails proposed for the stairs and the ramp. The railing would not intrude on the historic aspects of the building, and could be removed if needed. Per Section 17.48.150(B)(10), “wherever possible, new additions or alterations to buildings, structures or sites shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the building, structure or site would be unimpaired.” In addition, as stated in Section 17.48.150(B)(9), “contemporary design for alterations and additions to existing buildings, structures or site shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material and such design is compatible with the size, scale, color, materials and character of the property, neighborhood or environment.” To ensure compatibility with the building, staff recommends that either the steel railing is painted to match the wood exterior of the structure, or replaced with a wooden railing similar in composition to the building.

FINDINGS FOR APPROVAL

In accordance with Section 17.48 of the Hanford Municipal Code, staff recommends approval of Historic Resources Permit 2022-02 and that the approval of the historic resources permit will allow private investment in the Downtown area, enhance property values, preserve to the extent possible historic elements of the site, and make the following findings:

1. That the structure will help promote the general welfare of the public through the protection, enhancement, preservation, and use of structures which represent past eras, events, and

persons important in history, or which provide significant examples of architectural styles of the past or are landmarks in the history of architecture, or which are unique and irreplaceable assets to the City and its neighborhoods, or which provide for this and future generations examples of the physical surroundings in which past generations lived.

2. That the proposed structure is consistent with the intent of development standards for contributing sites within the Historic Overlay Zone.
3. That the proposed project will provide a complementary setting and environment in the Historic District.
4. That the project will preserve and encourage a city of varied architectural styles reflecting the cultural, social, economic, political, and architectural phases of its history.
5. That the request will not adversely affect the public health, safety, and general welfare of the citizens of Hanford.

RECOMMENDATION – CONDITIONS OF APPROVAL

The City Council may approve, approve with conditions, or deny the permit.

Staff recommends that the City Council adopt Resolution 23-06-R, approving Historic Resources Permit No. 2022-02, subject to the following conditions:

1. That approval of this project does not exempt compliance with all applicable sections of the Zoning Ordinance, Public Works Improvement Standards, fees, or other City Ordinances.
2. That the alterations to the site be completed in accordance with the proposed changes. Future changes may be approved by the Community Development Director or forwarded to the City Council for review.
3. That staff recommends either the steel railing is painted to match the wood exterior of the structure, or replaced with a wooden railing similar in composition to the building.

Applicant:

Steve Banister
402 E. Seventh St.
Hanford, CA 93230

Property Owner:

China Alley Preservation Society
PO Box 728
Hanford, CA 93232

RESOLUTION 23-06-R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HANFORD APPROVING HISTORIC RESOURCES PERMIT NO. 2022-02, A REQUEST TO REPLACE THE PORCH AND BALCONY OF THE KINGS HAND LAUNDRY BUILDING. THE PROPERTY IS DESIGNATED AS A CONTRIBUTING BUILDING WITHIN THE HISTORIC OVERLAY ZONE. THE PROJECT IS LOCATED AT 214 N. GREEN STREET (APN 010-274-020).

At a regular meeting of the City Council of the City of Hanford duly called and held on April 18, 2023, at 7:00 p.m. in the Council Chambers of the Civic Auditorium, it was moved by Council Member _____, and seconded by Council Member _____, and duly carried, that the following resolution be adopted:

WHEREAS, an application, filed by the China Alley Preservation Society for Historic Resources Permit No. 2022-02, as shown in **Exhibit A**, was presented to the City Council; and

WHEREAS, the proposed project is located at 214 N. Green St. (APN 010-274-020); and

WHEREAS, the City Council of the City of Hanford, at a regular meeting on April 18, 2023, reviewed the request for Historic Resources Permit No. 2022-02; and

WHEREAS, Section 15301 of the California Environmental Quality Act Guidelines categorically exempts “Existing Facilities” from Environmental Review; and

WHEREAS, the City Council of the City of Hanford reviewed the application for the Historic Resources Permit No. 2022-02 and found that the application is consistent with Section 17.48 of the Hanford Municipal Code that the approval of the historic resources permit will allow private investment in the Downtown area, enhance property values, preserve to the extent possible historic elements of the site, and make the following findings:

1. That the structure will help promote the general welfare of the public through the protection, enhancement, preservation, and use of structures which represent past eras, events, and persons important in history, or which provide significant examples of architectural styles of the past or are landmarks in the history of architecture, or which are unique and irreplaceable assets to the City and its neighborhoods, or which provide for this and future generations examples of the physical surroundings in which past generations lived.
2. That the proposed structure is consistent with the intent of development standards for contributing sites within of the Historic Overlay Zone.
3. That the proposed project will provide a complementary setting and environment in the Historic District.

4. That the project will preserve and encourage a city of varied architectural styles reflecting the cultural, social, economic, political, and architectural phases of its history.
5. That the request will not adversely affect the public health, safety, and general welfare of the citizens of Hanford.

THEREFORE, BE IT RESOLVED that the City Council of the City of Hanford hereby approves Historic Resources Permit No. 2022-02, subject to the following conditions:

1. That approval of this project does not exempt compliance with all applicable sections of the Zoning Ordinance, Public Works Improvement Standards, fees, or other City Ordinances.
2. That the alterations to the site be completed in accordance with the proposed changes. Future changes may be approved by the Community Development Director or forwarded to the City Council for review.
3. That staff recommends either the steel railing is painted to match the wood exterior of the structure, or replaced with a wooden railing similar in composition to the building.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City Council of the City of Hanford hereby approves Historic Resources Permit No. 2022-02. Passed and adopted at a regular meeting of the City Council of the City of Hanford duly called and held on April 18, 2023, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

APPROVED: _____

TRAVIS PADEN
MAYOR of the City of Hanford

ATTEST: _____

NATALIE CORRAL
CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF KINGS) ss
CITY OF HANFORD)

I, NATALIE CORRAL, City Clerk of the City of Hanford, do hereby certify the foregoing Resolution was duly passed and adopted at a regular meeting of the City Council of the City of Hanford held on the 18th day of April, 2023.

Date: _____

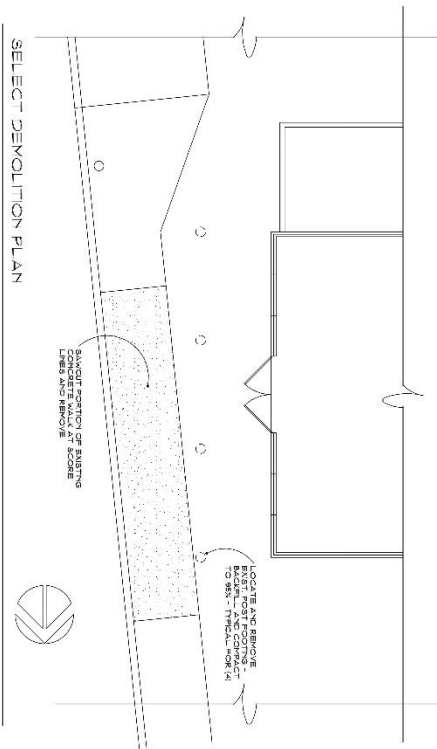
NATALIE CORRAL
CITY CLERK

Exhibit A
Approved Design

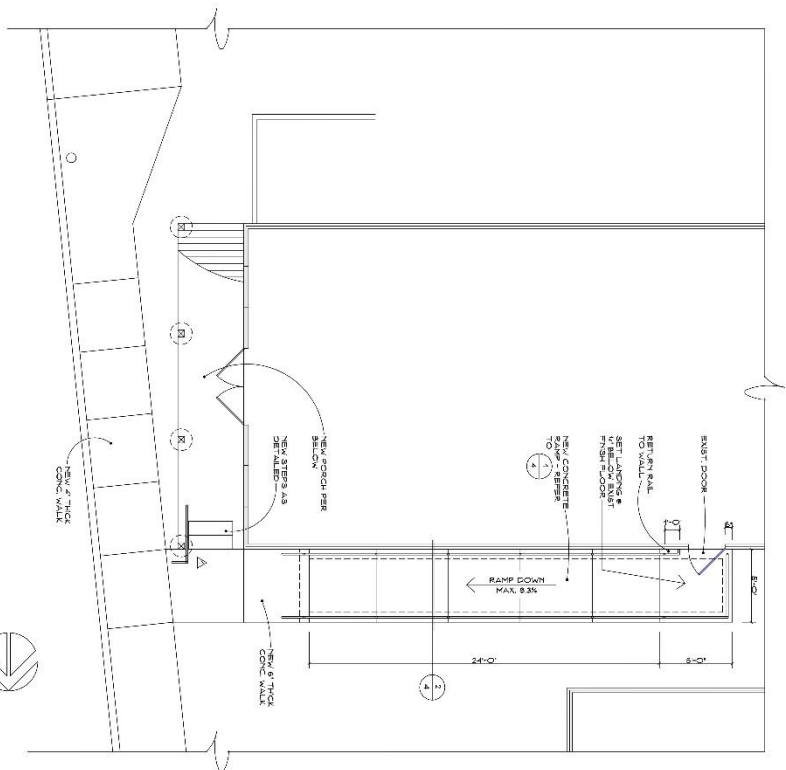
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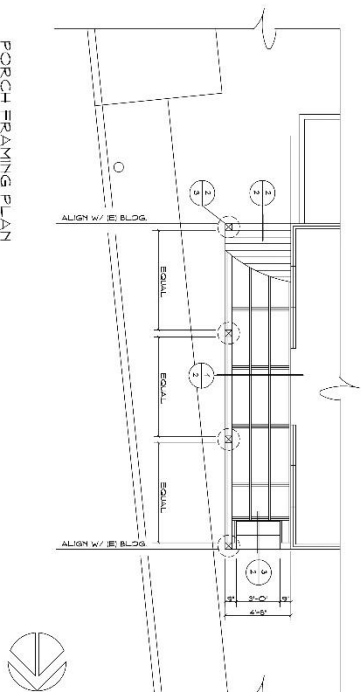
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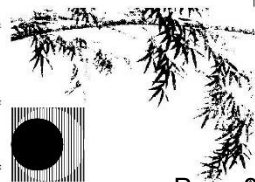


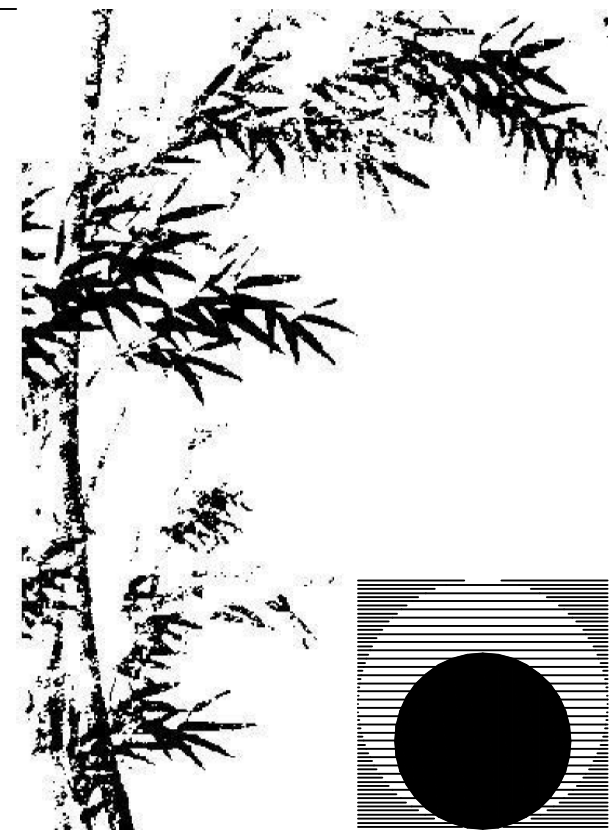
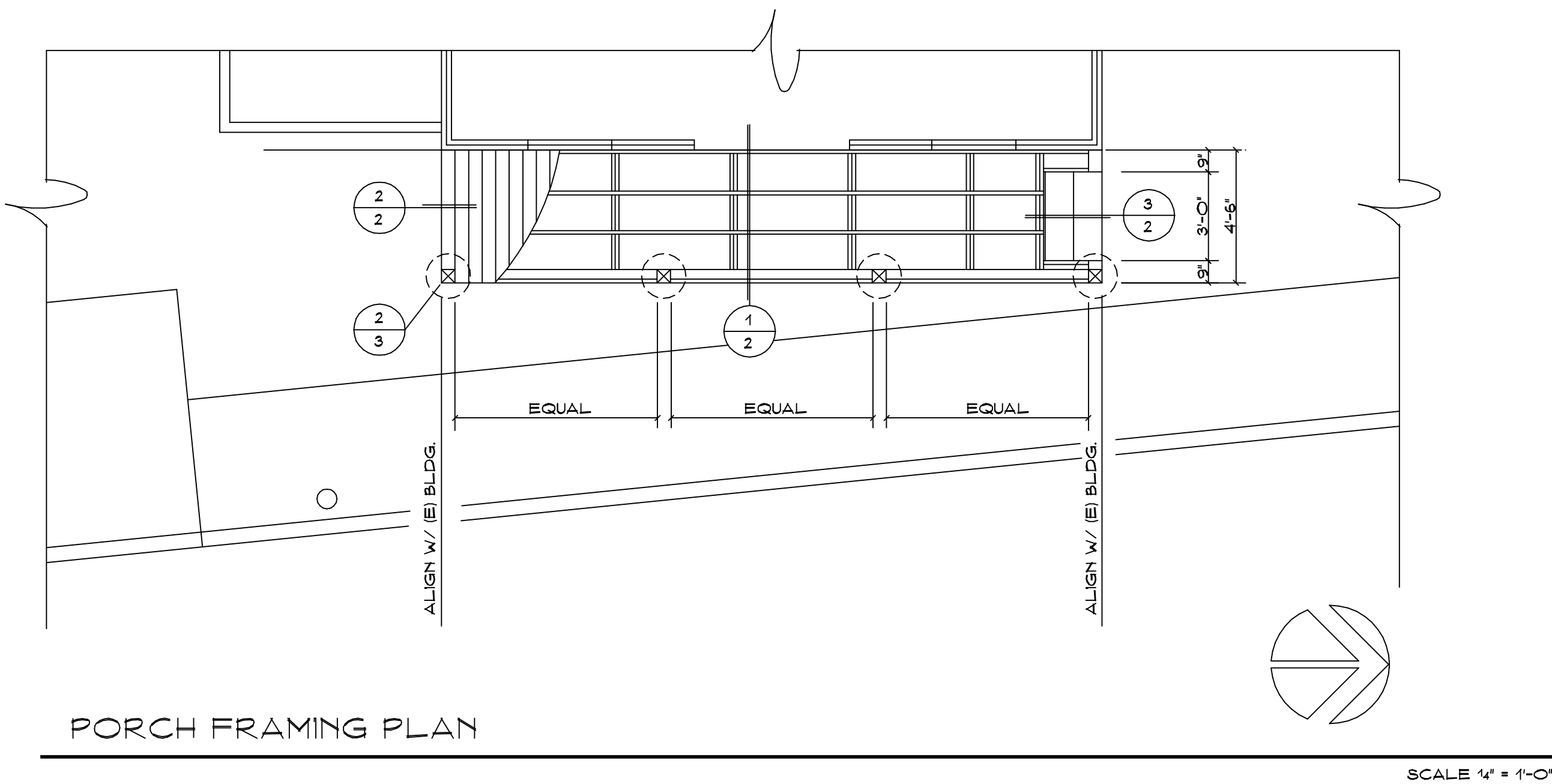
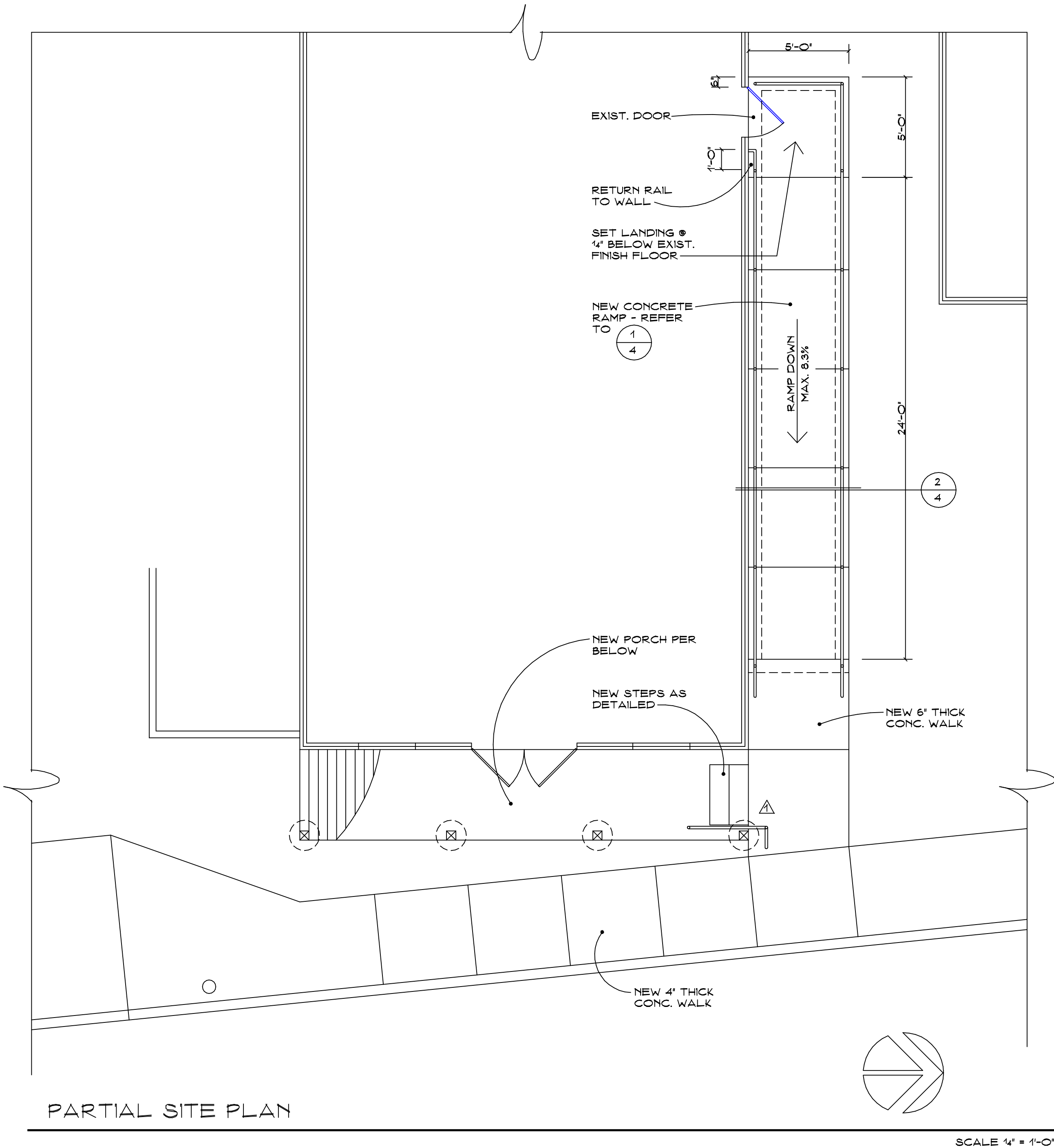
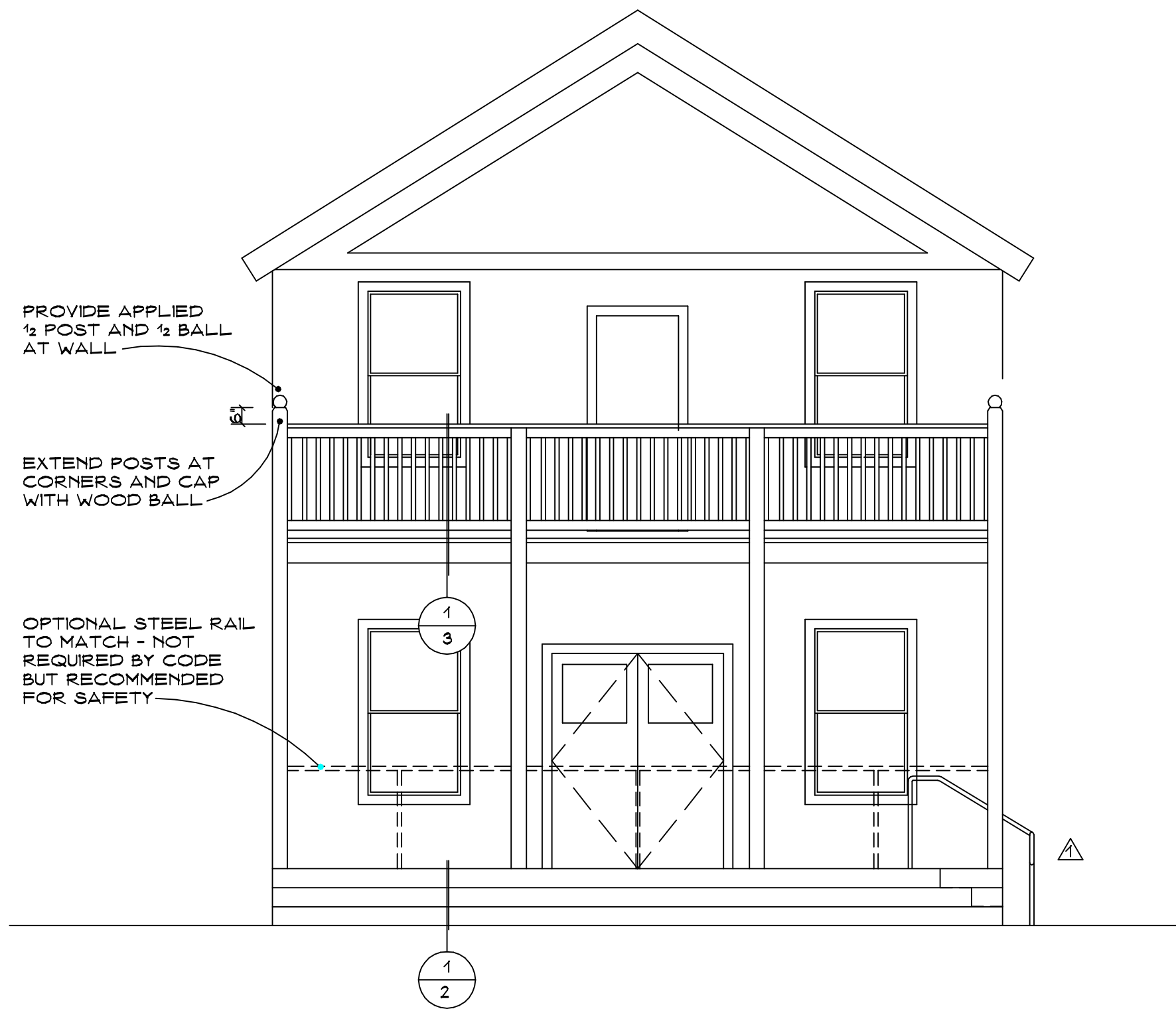
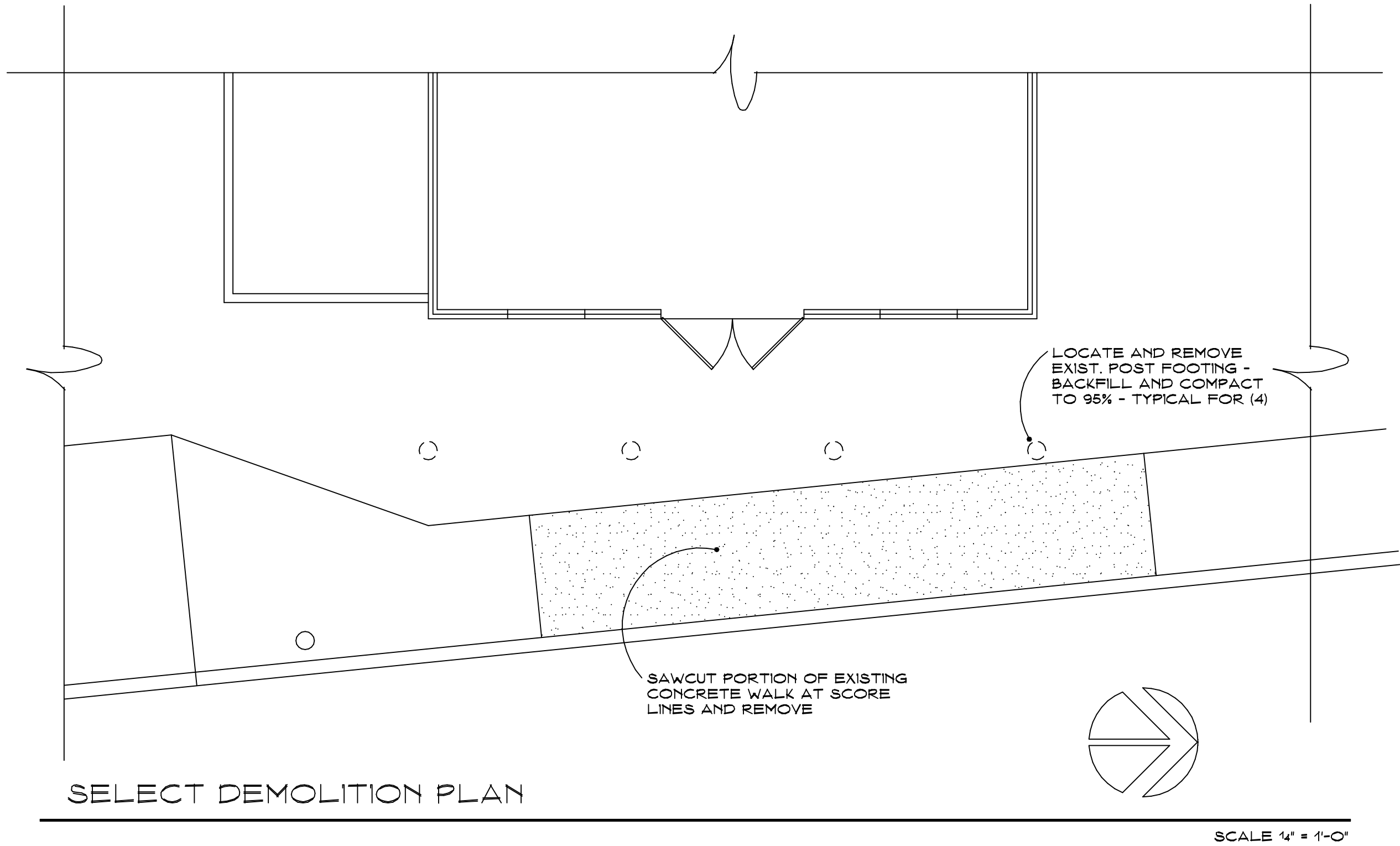
SCALF 4.1-0



Project:	Porch Replacement
Client:	King's Hand Laundry
Address:	214 North Green Street Burbank, California
Start/Completion:	Start: September Completion: November
Project Name:	Partial Site Plan Porch Framing Plan
Date:	01/03/23
Project:	22-000
Scale:	As Indicated
Sheet No.:	1

Phas Rhoads
Associate
Interior
Landscaper

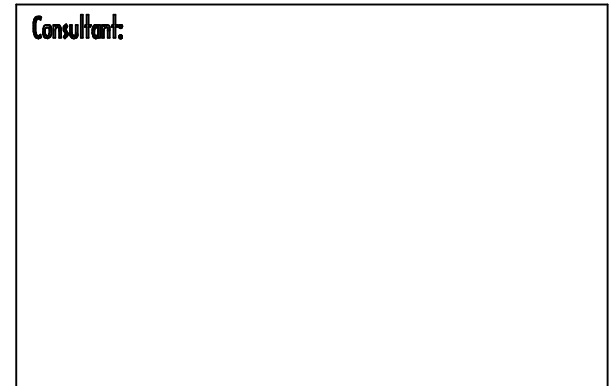
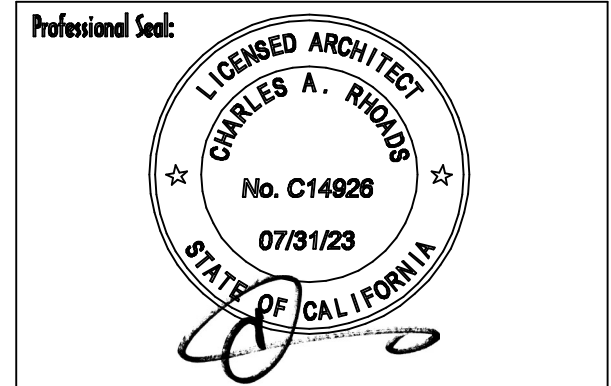




Chas Rhoads
Architecture
Interiors
Landscape

128 Katherine Street - Hanford - California - 93230
Phone: 559 - 584 - 3371

Email: chasrhoads@rhoglobal.net

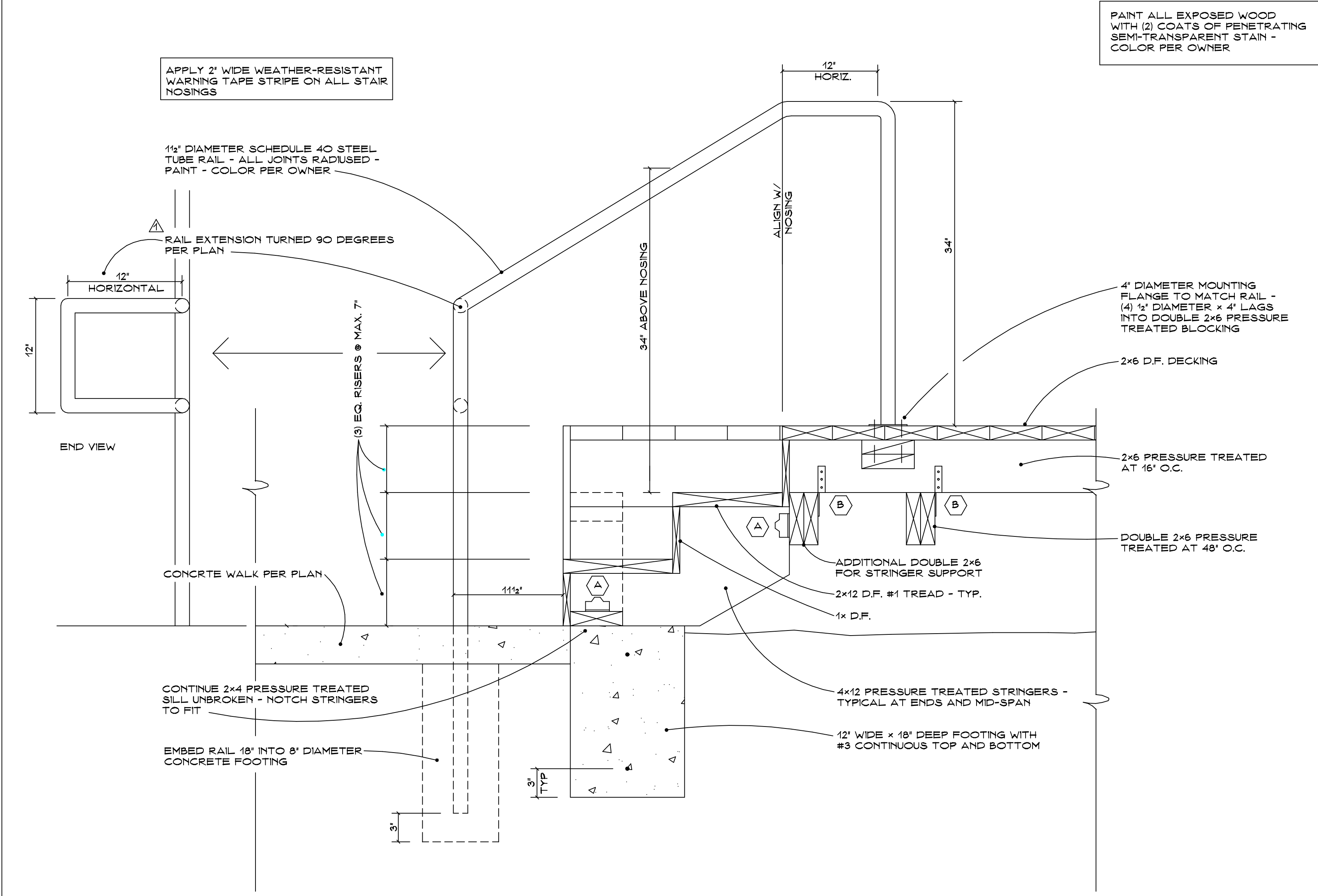


Drawing Status:
Bid Document
Revision Summary:
PLAN CHECK

Project:
Porch Replacement
Kings Hand Laundry
214 North Green Street
Hanford, California
Sheet Description:
Partial Site Plan
Porch Framing Plan

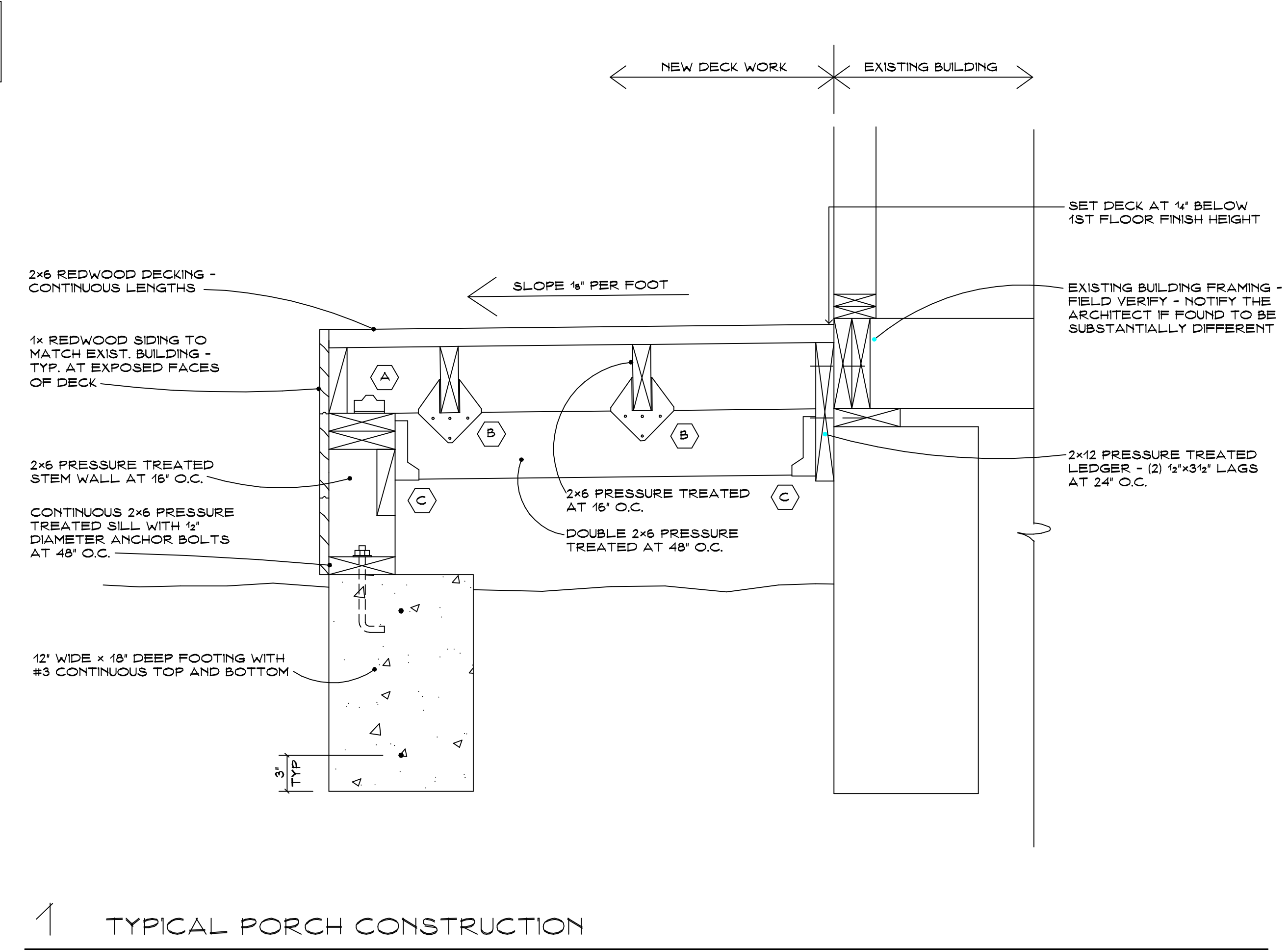
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Of 4 Sheets

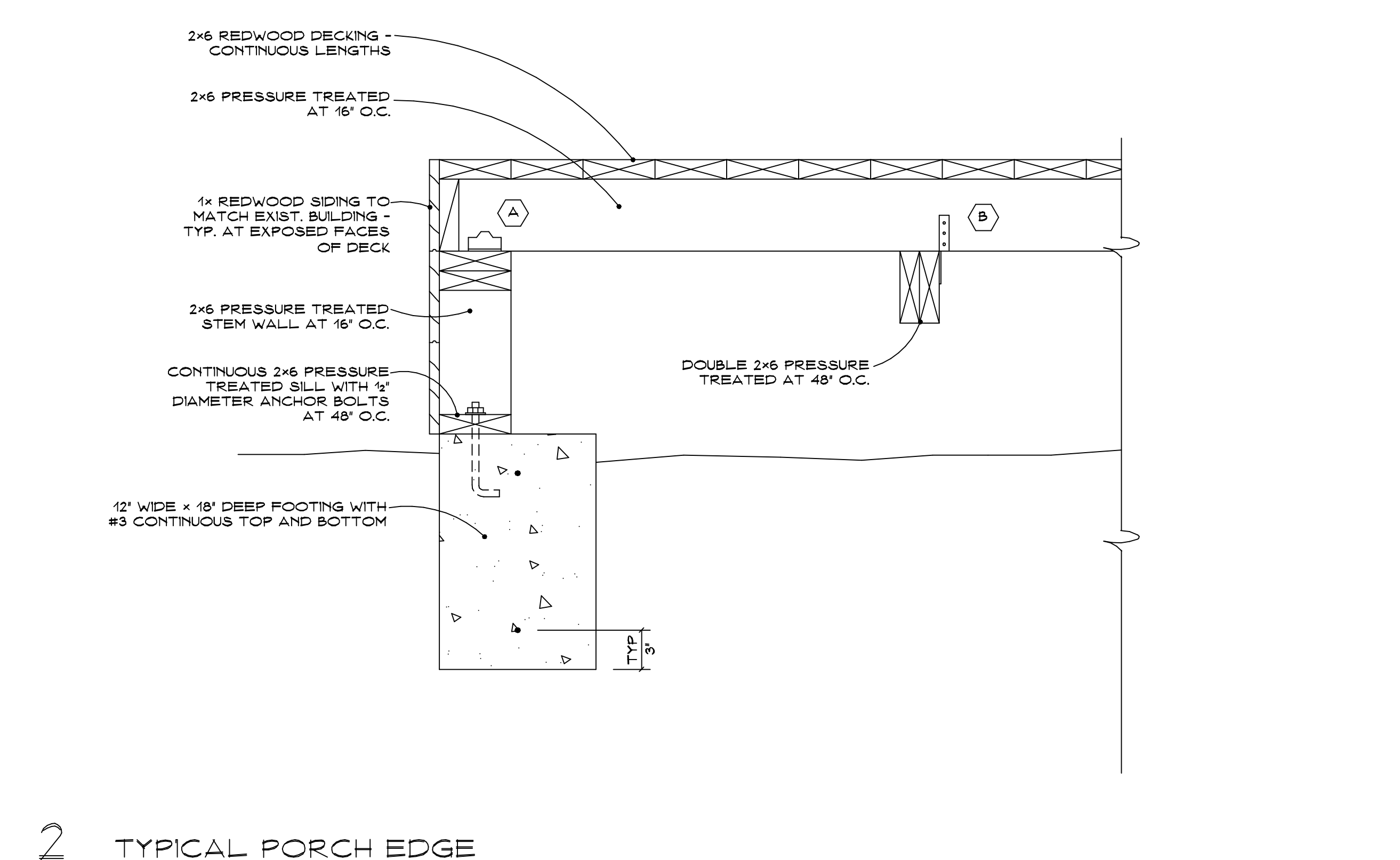


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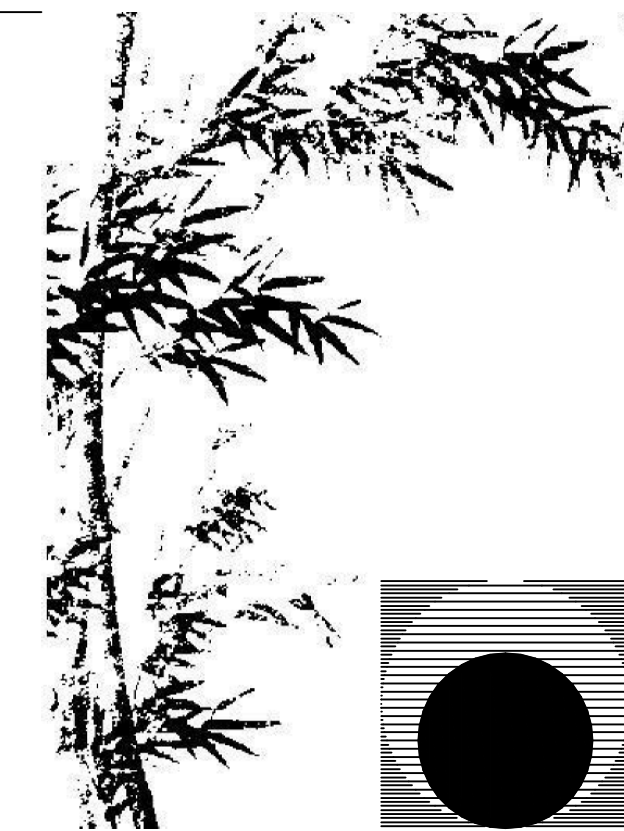
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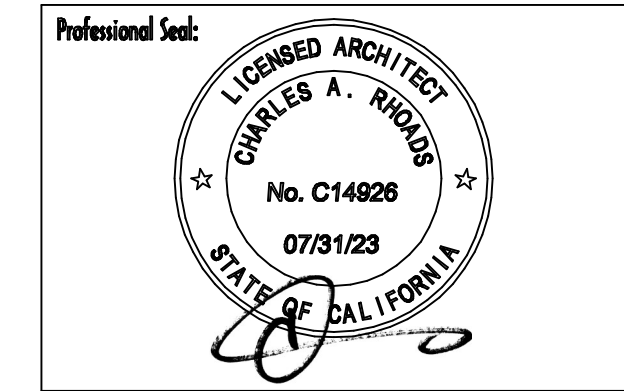
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Chas Rhoads
Architecture
Interiors
Landscape

128 Katherine Street - Hanford - California - 93230
Phone: 559 - 584 - 3371

Email: chasrhoads@nbcglobal.net



Consultant:

Drawing Status:

Bid Document

Revision Summary:

PLAN CHECK

Project:

Porch Replacement
Kings Hand Laundry

214 North Green Street
Hanford, California

Sheet Description:

Details

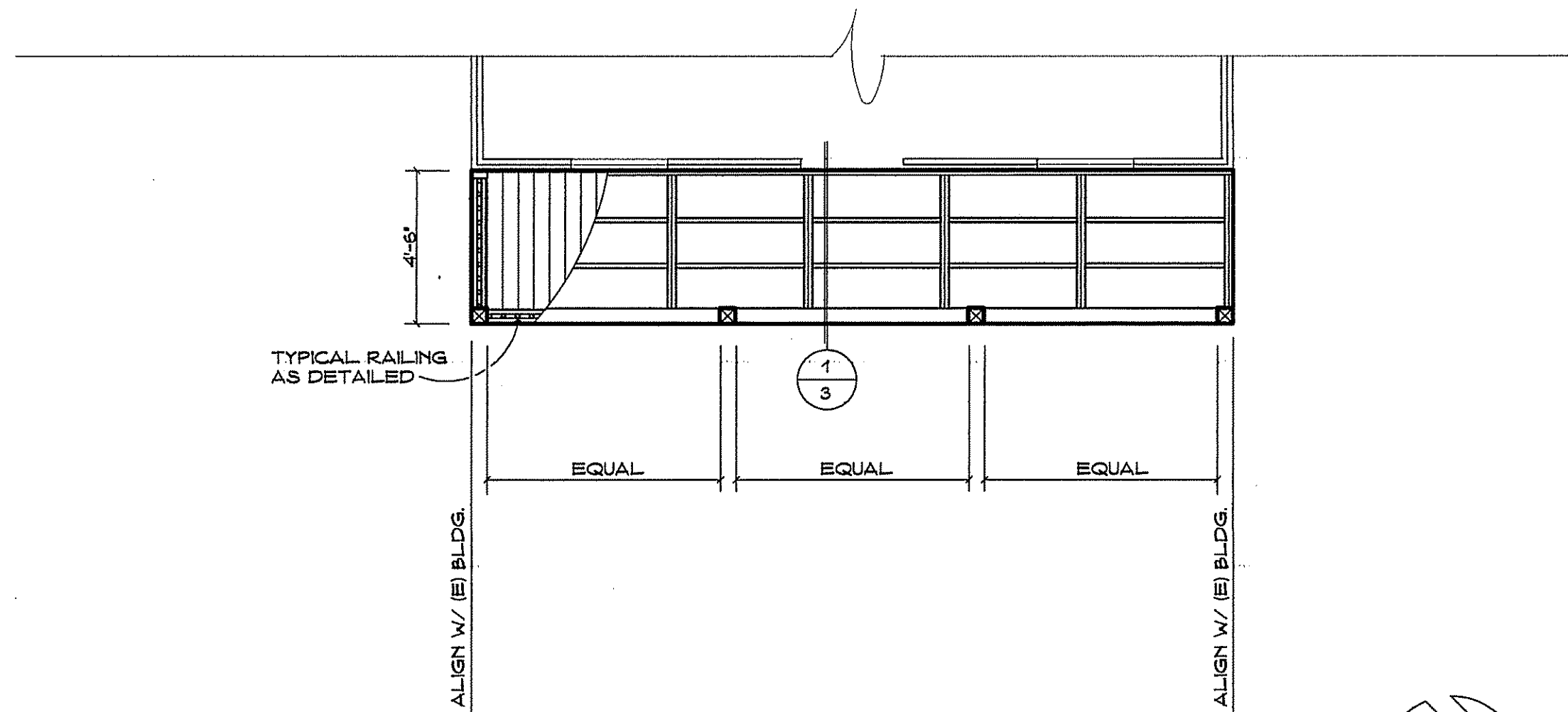
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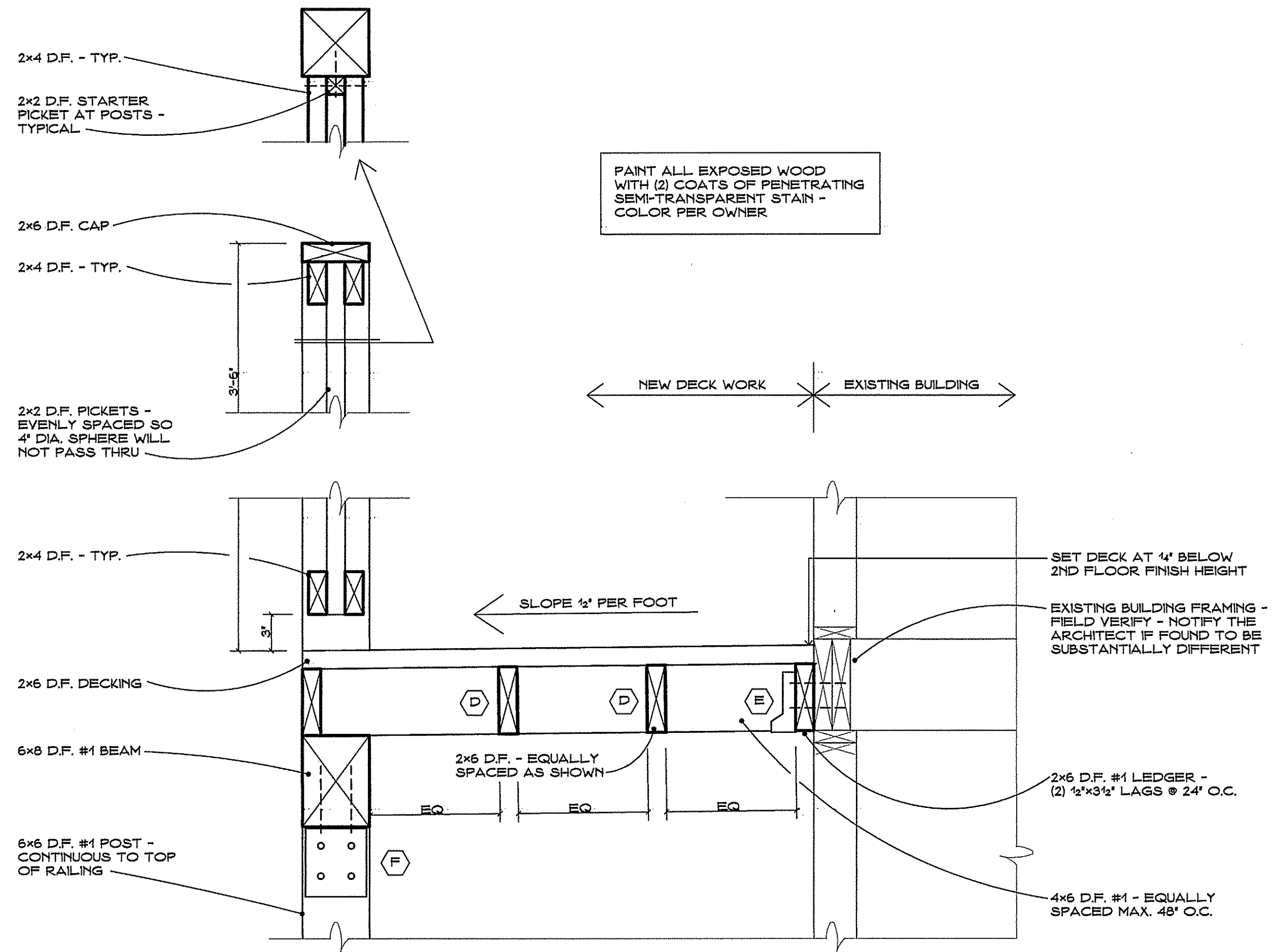
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BALCONY FRAMING PLAN

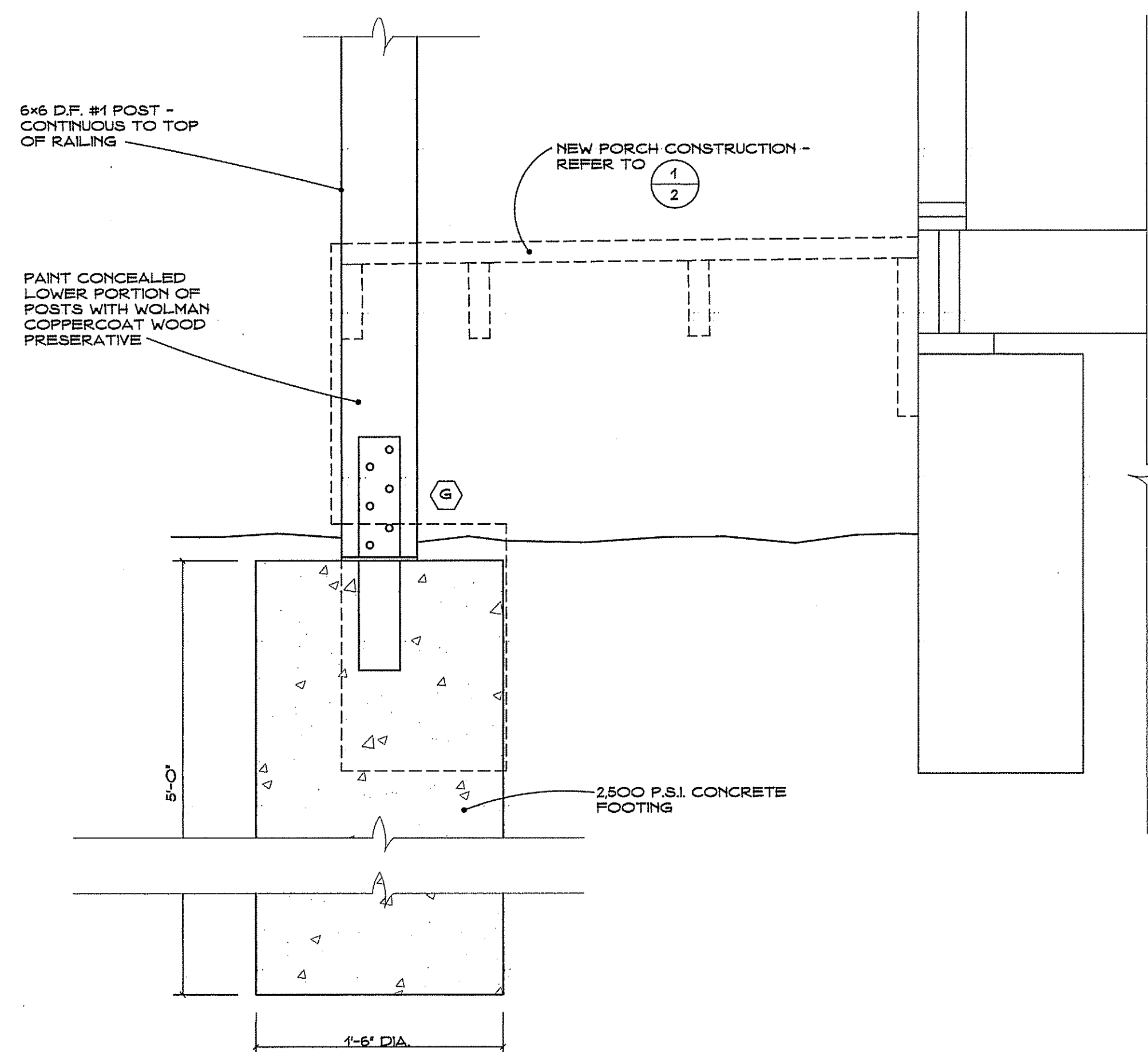
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HARDWARE KEY	
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(B)	SIMPSON H1 WITH NAILING PER MANUF.
(C)	SIMPSON LUS26-2 WITH NAILING PER MANUF.
(D)	SIMPSON LUC26Z WITH NAILING PER MANUF. PAINT FLAT BLACK WHERE EXPOSED
(E)	SIMPSON HUC46Z WITH NAILING PER MANUF. PAINT FLAT BLACK WHERE EXPOSED
(F)	SIMPSON HL55PC WITH LAGS PER MANUF.
(G)	SIMPSON CBQ66-SDS2 WITH SCREWS PER MANUF.



1 TYPICAL BALCONY CONSTRUCTION

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2 TYPICAL POST FOOTING

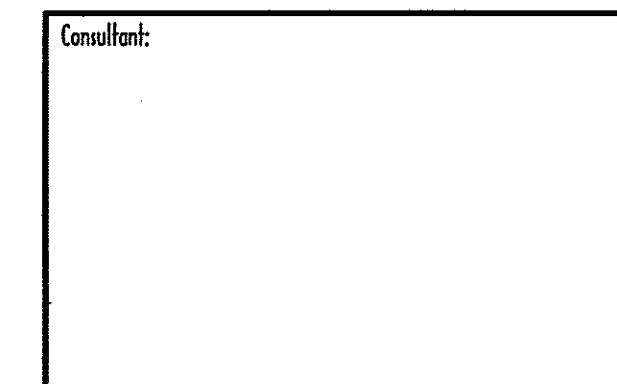
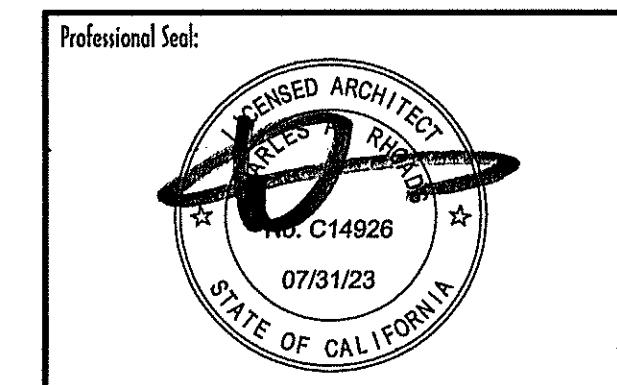
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Chas Rhoads
Architecture
Interiors
Landscape

128 Katherine Street - Hanford - California - 93230
Phone: 559 - 584 - 3371

Email: chasrhoads@sbcglobal.net



Drawing Status:

Bid Document

Revision Summary:

Project:

**Porch Replacement
Kings Hand Laundry**

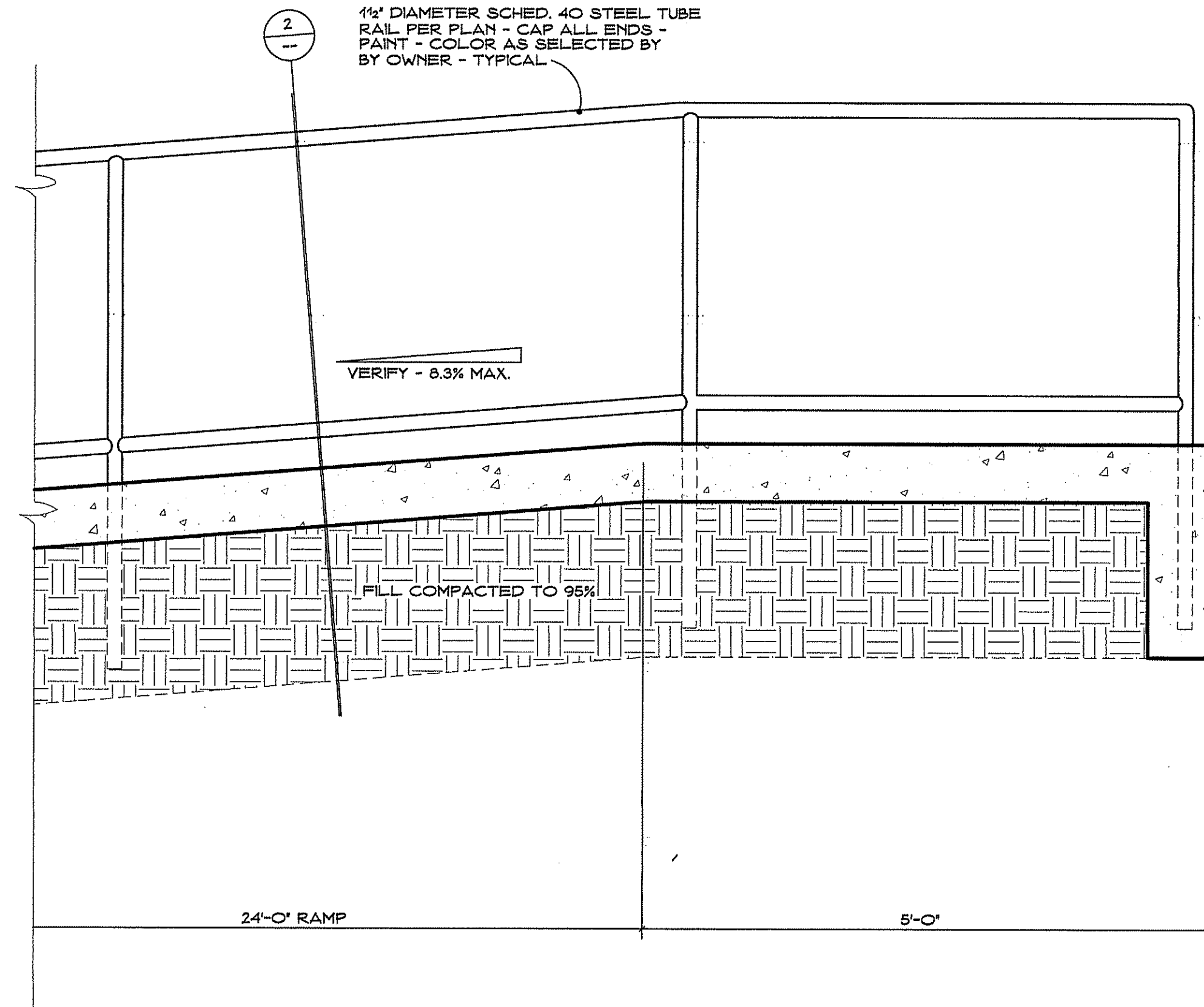
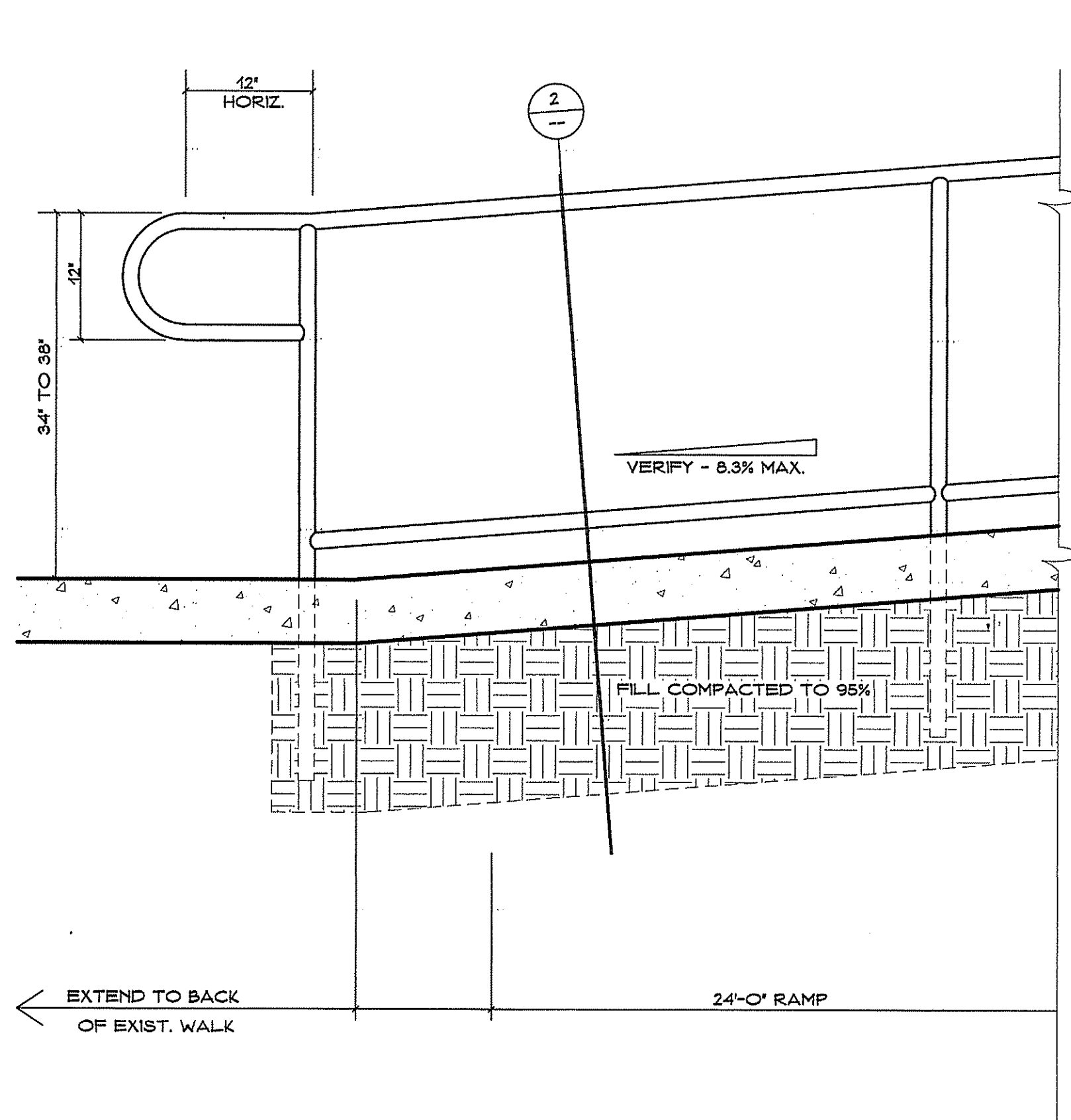
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Hanford, California**

Sheet Description:

Details

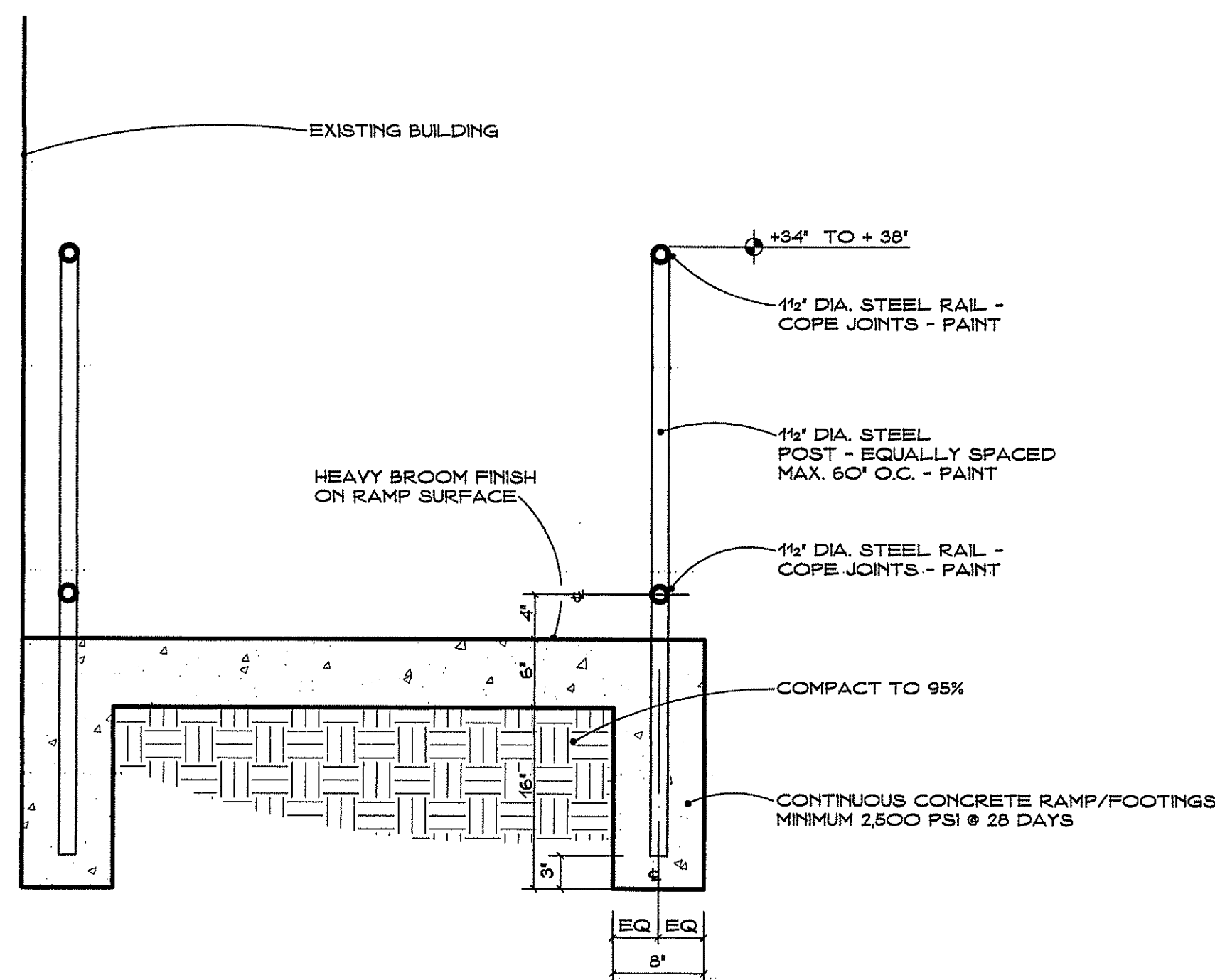
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Of 4 Sheets



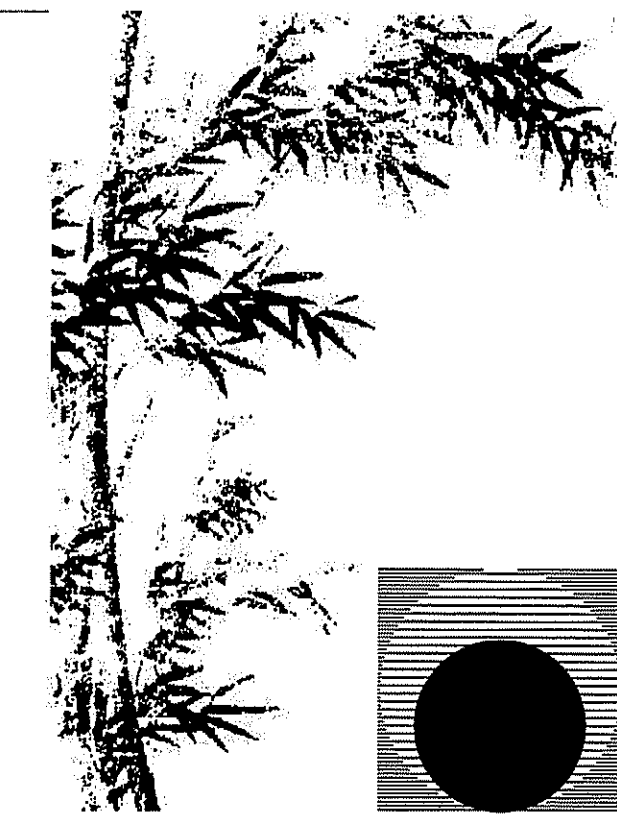
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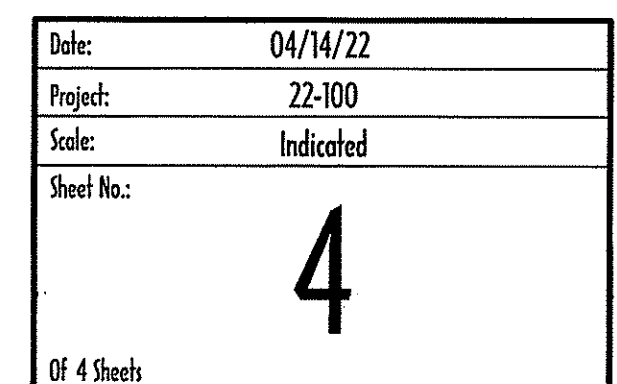
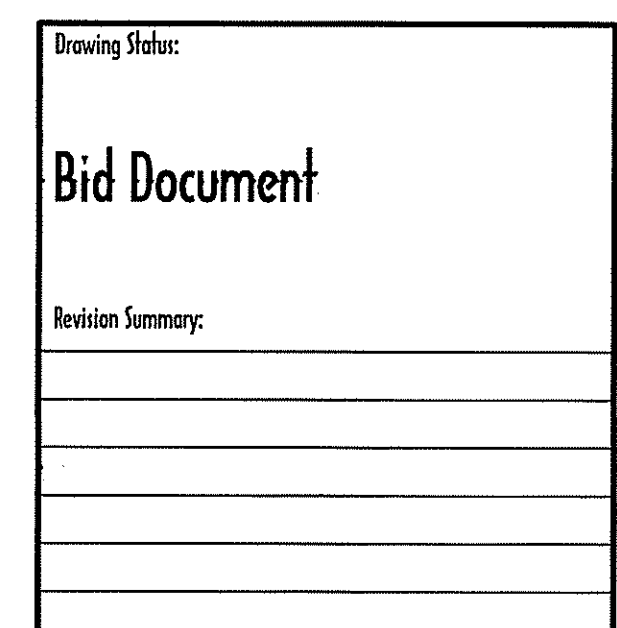
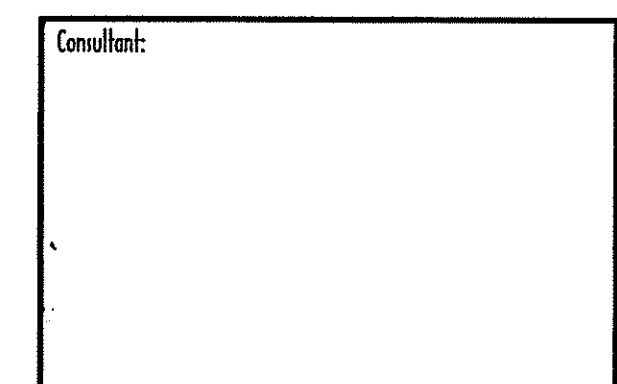
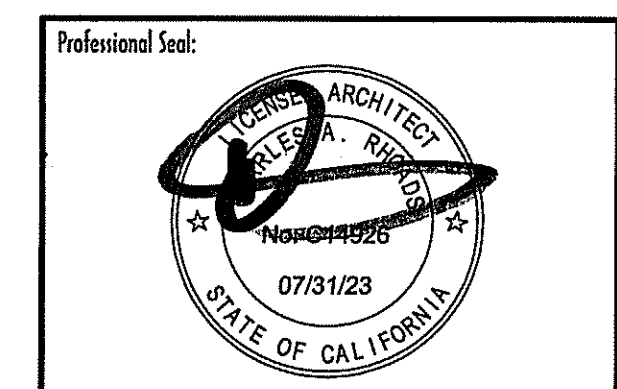
NO SCALE



Chas Rhoads
Architecture
Interiors
Landscape

128 Katherine Street - Hanford - California - 93230
Phone: 559 - 584 - 3371

Email: chasrhoads@xbcglobal.net



Notice of Exemption 2023-20

To: ☐ Office of Planning and Research
P.O. Box 3044, Room 212
Sacramento, CA 95812-3044

☒ County Clerk
County of Kings
Kings County Government Center
Hanford, CA 93230

From: City of Hanford
317 North Douty Street
Hanford, CA 93230

Project Title: Historic Resources Permit No. 2022-02

Project Location – 214 N. Green St. (APN 010-274-020)

Project Location – City: Hanford **Project Location – County:** Kings County

Description of Nature, Purpose and Beneficiaries of Project: Historic Resources Permit 2022-02: a request to replace the porch and balcony of the Kings Hand Laundry building. The property is designated as a contributing building within the Historic Overlay Zone.

Name of Public Agency Approving Project: City of Hanford

Name of Person or Agency Carrying Out Project: China Alley Preservation Society

Exempt Status: **(check one)**

- ☐ Ministerial (Sec. 21080(b)(1); 152698);
☐ Declared Emergency (Sec. 21080(b)(3); 15269 (a));
☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
☒ Categorical Exemption: State type and section number: 15301 Existing Facilities
☐ Statutory Exemption. State code number:

Reasons why project is exempt:

The City of Hanford determined the project to be exempt from environmental review pursuant to Section 15301 of the California Environmental Quality Act (CEQA) Guidelines. Section 15301 states that Class 1 exemptions consist of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. This project involves the minor alteration of an existing private structure, involving negligible or no expansion of the existing or former use.

Lead Agency

Contact Person: Mark Manha Area Code/ Telephone: (559) 585-2583

Signature: _____ Date: April 18, 2023 Title: Associate Planner

☒ Signed by Lead Agency Date received for filing at OPR: _____
☐ Signed by Applicant

Project:

Hanford Area Municipal Service Review and Sphere of Influence Update

Recommendation:

1. Adopt Resolution **21-15-R**, directing staff to file an application with Kings County Local Agency Formation Commission (LAFCo) for a request to expand the City's Sphere of Influence, as identified within the 2035 Hanford General Plan Update.

Background:

A Sphere of Influence (SOI) is a boundary adopted by the Local Agency Formation Commission of Kings County (LAFCo) that serves as a plan for the probable future service area boundary of a local agency, such as a city or community district. Within the Sphere of Influence, a city or community district may apply to LAFCo to annex contiguous territory which is a logical and orderly expansion. LAFCo retains the authority to approve annexations to cities and community districts, and must make certain findings to ensure the orderly expansion and adequacy of service provisions, while protecting prime agricultural lands.

On January 1, 2008, a comprehensive Sphere of Influence Update was completed by LAFCO, which adopted new Sphere of Influence boundaries for the City of Hanford. A Sphere of Influence update has not been conducted since.

The City of Hanford adopted the 2035 General Plan Update on April 24, 2017. The City's General Plan identified the 2035 Growth Boundary to serve as the limits of the area to be developed with urban uses during the 2015 to 2035 planning period. The Planned Area boundary proposed in the General Plan is proposed to serve as the boundary for the primary Sphere of Influence, excepting the portion east of Highway 43, since land uses have not been identified for this area. Hanford's Sphere of Influence delineates the City's probable physical boundary and service area. The Primary Sphere of Influence determines the areas to be annexed, and the Secondary Sphere of Influence identifies areas where LAFCo recommends land use coordination between the City of Hanford and Kings County. LAFCo makes the final determination of the location of both the Primary and Secondary Spheres of Influence.

In accordance with the General Plan Policy L7, the City shall support and pursue an amendment of the City of Hanford's Primary Sphere of Influence to be coterminous to the Planned Area Boundary.

The current Sphere of Influence, adopted by LAFCo in 2008 is attached, as **Attachment 1**.

The proposed Primary Sphere of Influence is attached as Attachment 2.

The Planned Area Boundary, as identified in the General Plan, is attached as **Attachment 3**.

Sphere of Influence Review Criteria

As part of any Sphere of Influence review, LAFCo is required to consider the information presented in the Municipal Service Review. Additionally, LAFCo must also make written statement of its determinations for that agency regarding the following:

1. The present and planned land uses in the area, including agricultural and open-space lands;

2. The present and probable need for public facilities and services in the area;
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide;
4. The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency; and
5. The present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing Sphere of Influence.

After a written determination has been made with respect to the aforementioned areas of review, LAFCo may adopt a Sphere of Influence (SOI) that is appropriate for the agency's provision of service.

Municipal Service Review (MSR)

A Municipal Service Review (MSR) is a comprehensive assessment of the ability of existing local government agencies to effectively and efficiently provide municipal services to residents and users. The form and content of an MSR is specified by requirements in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act) and in the State of California's Local Agency Formation Commission (LAFCo) MSR Guidelines, published in August 2003.

The CKH Act requires all LAFCOs, including the Local Agency Formation Commission of Kings County (Kings LAFCo), to prepare an MSR for each of its incorporated cities and its special districts. The fundamental role of LAFCo is to implement the CKH Act, which was adopted into State law to encourage the logical, efficient, and most appropriate formation of local municipalities, service areas, and special districts. MSRs must be completed prior to, or in conjunction with, an update of a city or special district Sphere of Influence (SOI).

An MSR was initiated by Kings LAFCo in the beginning of 2020, intended to provide Kings LAFCo with the necessary and relevant information related to the operations and management of the municipal service providers within the City of Hanford's proposed SOI update.

The MSR contains analysis and conclusions, referred to as Determinations, regarding six topic areas, as set forth in the CKH Act. These areas of analysis focus on the essential operational and management aspect of the City of Hanford, and together constitute a complete review of Hanford's ability to meet the service demands of its residents and businesses. The six topic areas used for analysis in the MSR are:

1. Growth and Population Projections – Service efficiency is linked to a service provider's ability to plan for the future needs of a city, while also meeting existing service demands. This section reviews projected service demands and needs based upon existing and anticipated growth patterns and population projections.

Determinations:

Determination 2-1 - U.S. Census data indicates that the City had a 2010 population of 53,967, a 2023 population (five-year increment from last Community Survey prediction) of 63,140, and a population projection of 87,429 by 2047, according to population projections from the General Plan.

Determination 2-2 - Based upon recent historical population trends from 2010 to 2015, the average annual growth rate was 0.3 percent for the City of Hanford. Therefore, the current population is trending below the projections of the General Plan.

Determination 2-3 - The City plans for future growth through the implementation of policies and standards set forth in its General Plan. The City's General Plan was updated in 2017 and is a long-range guide for attaining the City's goals within its ultimate service area and accommodating its population growth. The City's General Plan provides a policy base to guide future growth within the City.

Determination 2-4 - The City contains policies in their General Plan that regulate future annexations.

2. Disadvantaged Unincorporated Communities – Unincorporated disadvantaged communities, as defined by Water code Section 79505.5, may lack basic infrastructure, such as water, sewer, or fire protection, because they may have been overlooked due to their socioeconomic status. To promote equality and environmental justice, in accordance with adopted local policy and Senate Bill 244, adopted in 2011, the proximity of any disadvantaged community to existing service providers is analyzed and discussed, in order to determine if the community should be included in the SOI of the City.

Determinations:

Determination 3-1 - There are Census Block Groups within the City of Hanford that have a median household income below \$60,181 (80 percent of the statewide median household income).

Determination 3-2 - There are areas currently within the City's SOI that can be considered unincorporated disadvantaged communities due to median household income being below 80 percent of the statewide average.

Determination 3-3 – The community of Home Garden is within the City of Hanford's SOI and currently provides potable water service. Wastewater service is provided by the City and fire and emergency protection services from Kings County. These areas would only be considered disadvantaged based on income, not from a service delivery standpoint.

Determination 3-4 – There are areas within the SOI that currently receive water and/or sewer through private facilities, such as wells and septic tanks, while receiving fire and emergency protection services from Kings County and are below the 80 percent threshold of median household income. These areas would be considered disadvantaged from a service delivery and an income standpoint and should be evaluated on a case by case basis when there is a neighborhood of 12 or more registered voters that could be included in a future annexation, per State law.

Determination 3-5 – Areas designated as having potential to become a DUC should be monitored and reviewed during the next municipal service review for the City.

3. Present and Planned Capacity of Public Facilities and Adequacy of Public Services, Including Infrastructure Needs and Deficiencies – Infrastructure can be evaluated in terms of condition, capacity, availability, quality and relationship to operational, capital

improvement, and finance planning. This section of the MSR assesses the adequacy and quality of the service providers' physical infrastructure and analyzes whether or not sufficient infrastructure and capital are in place, or planned for, to accommodate planned future growth and expansions.

Determinations:

Capital Improvement Plan

Determination 4.1.1-1 – The City annually adopts a Capital Improvement Plan that identifies key capital projects that are needed to enhance services to residents.

Determination 4.1.1-2 – The Capital Improvement Plan could include milestones, performance indicators and/or specific goals consistent with the visioning principles of the General Plan to benchmark its progress in achieving specific levels of service for its residents.

Water

Determination 4.1.2-1 – The City operates a municipal water enterprise that services its residents.

Determination 4.1.2-2 – The City has completed and adopted a Water System Master Plan in September 2017 to better identify and improve operations of the water system and plan for future needs of the City in accordance with population projects.

Determination 4.1.2-3 – The City should monitor the well efficiencies on a frequent basis to adequately manage the groundwater supply.

Wastewater

Determination 4.1.3-1 – The City operates a municipal sewer enterprise that services its residents.

Determination 4.1.3-2 – The City has completed and adopted a Sewer System Master Plan in September 2017 to better identify and improve operations of the water system and plan for future needs of the City in accordance with population projects.

Fire

Determination 4.1.4-1 – The Hanford Fire Department provides emergency and fire protection services for residents and buildings within the city limits. Emergency services provided by the Fire Department include technical rescue, hazardous materials response, emergency medical services, and emergency disaster management.

Determination 4.1.4-2 – The City provides fire services through the use of General Fund, service fees, and other miscellaneous funds.

Determination 4.1.4-3 – The City did not have any facility upgrade projects listed in the most recently CIP.

Determination 4.1.4-4 – The City should continue to program repairs to existing facilities and continue plans for the construction of a fourth and fifth fire station in order to meet the needs of staff in order to provide a level of service acceptable to residents.

Determination 4.1.4-5 – The City should establish, maintain, and monitor a set of level-of-service criteria for fire protection services as a tool to assess the ability of the City to service growth.

Police

Determination 4.1.5-1 – The City utilizes a variety of financing sources in order to offset the expenditures utilized by law enforcement.

Determination 4.1.5-2 – The Police Department has identified upgrades to its police station and making additions as funding becomes available.

Determination 4.1.5-3 – The City should monitor crime statistics in years immediately following 2018 to determine if there is a need for additional patrol personnel to curtail the increase in crimes.

Parks and Community Services

Determination 4.1.6-1 – The City actively maintains parks and provides recreational services to the residents of Hanford.

Determination 4.1.6-2 – Parks and recreational facilities within the City amount to approximately 309.9 acres of land. This amounts to a ratio of roughly 5.4 acres per 1,000 persons (based on 2020 population estimate of 56,910), which meets the standard identified in the City's Parks and Recreation Master Plan.

Determination 4.1.6-3 – The City utilizes the Capital Improvement Plan to maintain and repair its numerous recreational facilities within the city limits to promote an active lifestyle to its residents.

Determination 4.1.6-4 – The City's General Plan and Parks Master Plan both identified a need for additional park and recreation space to serve residents of the City.

Determination 4.1.6-5 – The City's current parkland ratio of acres per 1,000 population is below the NRPA's guidelines and will be even more so with the addition of the population of the eight County islands.

Determination 4.1.6-6 - The City may need to employ strategies such identification of new parks in the Capital Improvement Program or obtaining grant funds for additional facilities to achieve adopted levels of service in conjunction with an expansion of its service area with the annexation of the eight County islands in order to reach the goals of the General Plan.

Determination 4.1.6-7 – The City should strive to improve proximity and distribution of parks and open space throughout the City so that all areas of the City meet the General Plan goal of 3.5 acres per 1,000 residents.

Road Maintenance

Determination 4.1.7-1 – The City actively maintains the existing road systems and provides street sweeping within the city limits.

Determination 4.1.7-2 – The City utilizes a Capital Improvement Plan and reimbursements from the Gas Tax to aid in the repair and maintenance of existing roadways within the city limits.

Storm Drainage

Determination 4.1.8-1 – The City provides municipal storm drainage services for its residents.

Determination 4.1.8-2 – The City has completed and adopted a Storm Drainage Master Plan in 2017 to better identify and improve operations of the storm drainage system and plan for future needs of the City in accordance with population projections.

Public Transportation

Determination 4.1.9-1 – The City, in conjunction with other cities and Kings County, provides fixed route and dial-a-ride service to its residents within the city limits and urban area boundary through the Kings Area Rural Transit (KART) system.

Determination 4.1.9-3 – The City's transit capital and service goals and policies are identified in the City of Hanford General Plan.

Refuse

Determination 4.1.10-1 – The City provides residents and commercial properties with solid waste collection and disposal through a JPA with Kings Waste and Recycling Authority.

Determination 4.1.10-2 – The City's Refuse Operations revenues and expenditures have been balanced.

Determination 4.1.10-3 – The City should continue to participate in the joint powers authority and review the rates established to ensure they provide equal levels of service to throughout the service area.

Plans for Future Services

Determination 4.1.11-1 – The City's General Plan and subsequent Water, Sewer, and Storm Master Plans have calculated and planned for service accommodation for the future population of the City.

Determination 4.1.11-2 - Present needs for public facilities and services are currently being met. Probable needs for public facilities and services are not currently anticipated to vary from present needs, as future demands are expected to remain relatively the same. Population increases are not currently anticipated to affect the City's ability to provide of services as growth is anticipated within the General Plan.

Determination 4.1.11-3 – Implementation of Master Plans would properly provide the adequate extension of services to the County islands, were they to be annexed.

4. Financial Ability to Provide Services- This section of the MSR analyzes the financial structure and health of the City with respect to the provisions of services. Included in this analysis is the consideration of rates, service operations, and the link, as well as other factors affecting the City's financial health and stability, including factors affecting the financing of needed infrastructure improvements and services. Compliance with existing State requirements relative to financial reporting and management is also discussed.

Determinations:

Determination 4.2-1 – The City annually conducts an open, transparent budgeting process aimed at balancing the needs of the City with the financial resources available.

Determination 4.2-2 – The City attempts to utilize other forms of revenue available besides sales/property taxes and fees, such as grants, to supplement its revenue stream.

Determination 4.2-3 – The City levies a series of fees and rates to offset the operations, maintenance, and infrastructure costs of the services it provides.

Determination 4.2-4 – The services provided by the City are subject to Proposition 218.

5. Status of, and Opportunities for, Shared Facilities – practices and opportunities that may help to reduce or eliminate unnecessary costs are examined in this section of the MSR. Occurrences of facility sharing are listed and assessed for efficiency, and potential sharing opportunities that would serve to better deliver services are discussed.

Determinations:

Determination 4.3-1 – The City participates in a mutual aid agreement with the Kings County Fire Department for additional fire protection service.

Determination 4.3-2 – The City participates in the Kings County Area Public Transit Authority to provide public transportation to its residents.

Determination 4.3-3 – The City is a member of the Kings Waste and Recycling Authority to provide refuse disposal to its residents.

Determination 4.3-4 – The City should annually review the agreements of which the City participates to establish if further cost savings could be realized beyond the current economies of scale.

6. Accountability of Community Service Needs, Including Governmental Structure and Operational Efficiencies – This section of the MSR addresses the adequacy and appropriateness of the agency's existing boundaries and sphere of influence and evaluates the ability of the City to meet their service demands under their existing government structure. Also included in this section is an evaluation of compliance by the agency with public meeting and records law.

Determinations:

Determination 4.4-1 – The City operates under the City Manager/City Council form of government. Each year the Council members select a Mayor and Vice-Mayor from amongst themselves.

Determination 4.4-2 – The City conducts open meetings in compliance with the Brown Act that allows for complaints and comments regarding services and potential conflicts or inefficiencies to be identified to the City Council by residents.

Determination 4.4-3 – The City utilizes an organizational structure that obtains efficiency through departments heads who oversee multiple divisions.

Determination 4.4-4 – The City makes Council agendas and other information that details operations and services provided by the City available to the public at City Hall and on its website (Council agendas).

Determination 4.4-5 – The current City structure is efficient, transparent, and meets expectation of its residents with the resources available.

The full Municipal Service Review prepared by QK, which will be forwarded to LAFCo, is attached – **Attachment 4**.

Statement of Determinations

1. Present and Planned Land Uses

The City has adopted the 2035 General Plan, that dictates present and future land use policy for City growth. The City's General Plan includes areas for immediate development, as well as reserve areas to accommodate growth of the periods of the document, at least 20 years and possibly beyond.

The General Plan Land Use Map, which also reflects the 2035 Growth Boundary and Planned Area, is attached – **Attachment 2**.

2. Present and Probable Need for Public Facilities and Services

The City provides a wide range of services to its residents, while being supplemented by other agencies within its city limits. The City also coordinates through secondary agreements to collaborate with neighboring agencies, such as the County or special districts, to provide services in a comprehensive manner.

The City will continue to utilize its agreements with the County for public transportation and solid waste collection and disposal. The City has undertaken significant efforts to implement the Master Plan infrastructure in areas within the city. The current public facilities serving the City limits and SOI will continue as is, with no need for a change of services.

3. Disadvantaged Unincorporated Communities – The City provides water, wastewater, and fire and emergency services within its city limits and within several of the County islands. However, the majority of area within the SOI (outside the city limits), does not have a service provider, with the exception of the Home Garden Community Service District (CSD). The areas depicted as a disadvantages unincorporated community (**Attachment**

5) are below the 80% of California's median household income and do not receive water, wastewater, and fire and emergency services from the City of Hanford or another service provider. However, given the fact that the City has extended services beyond its limits within some of these areas, future annexations should be reviewed on a case by case basis to determine if there is a neighborhood needing services that would warrant a subsequent annexation.

4. Present Capacity of Public Facilities and Adequacy of Public Services – The City currently provides a level of service which appears satisfactory to meet the needs of its current residents. The City will determine the ability to provide public services to any areas to be annexed into the City from the Sphere of Influence.
5. Existence of Any Social or Economic Communities of Interest – There are currently areas of social or economic interest within the existing SOI, denoted as disadvantaged unincorporated communities of potential disadvantaged unincorporated communities, most notably – the community of Home Garden. These areas have been identified and will need subsequent review for inclusion on future annexations. Areas which already receive water, wastewater, and fire and emergency service may still need to be included in follow-up annexations to the City in order to provide equitable police, fire and emergency services. Police service levels should be reviewed as part of annexation proposals that are in proximity to disadvantaged unincorporated communities.

Additionally, other municipal services that would be extended to an annexation proposal should be compared with the adjacent disadvantaged unincorporated community area to determine if there would be a benefit or improvement in service levels to the neighborhood with a follow-up annexation. If the proposal would be cost prohibitive, the disadvantaged unincorporated community area should be forwarded to the County to attempt to bring the services through available funding sources, such as grants or loan interest loan programs, in order to facilitate transition to the City.

Next Steps

Following direction from the Council to submit the necessary application, fees, and document to LAFCo, LAFCo staff and Counsel will review the MSR and SOI proposal. From there, a hearing will be scheduled by LAFCo where comments from the public will be heard and the MSR adopted by LAFCo.

The City intends to include the area located within the Planned Area boundary east of Highway 43 into the Primary Sphere of Influence, however, that portion cannot be included in the Sphere of Influence until land uses have been identified for the area shown as Area of Interest. The City is actively seeking grants to begin comprehensive land use planning in the Area of Interest, which includes the future High Speed Rail Station.

A request to expand the Sphere of Influence to include the area east of Highway 43 will be presented in the future once land uses have been identified.

Environmental Review

Municipal Service Review

The municipal service review (MSR) study is not a project subject to the California Environmental Quality Act (CEQA). The municipal service review is Categorically Exempt from CEQA pursuant with Section 15306 of the Guidelines which exempts basic data collection, research, experimental

management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource.

Sphere Expansion

City Staff is affirming the City of Hanford's general Plan EIR certified on April 24, 2017. The footprint for development will not change from that contemplated in the City's General Plan. NO land use designations are being changed. No new construction activity will result from adopting of the Sphere of Influence expansion. Individual projects will be properly reviewed in accordance with the California Environmental Quality Act (CEQA) Guidelines.

Recommendation:

1. Adopt **Resolution 21-15-R**, directing staff to file an application with Kings County Local Agency Formation Commission (LAFCo) for a request to expand the City's Sphere of Influence, as identified within the 2035 Hanford General Plan Update.

RESOLUTION 23-07-R

A RESOLUTION OF APPLICATION BY THE CITY OF HANFORD REQUESTING THE LOCAL AGENCY FORMATION COMMISSION TO INITIATE PROCEEDINGS FOR A SPHERE OF INFLUENCE EXPANSION AND APPROVAL OF THE MUNICIPAL SERVICE REVIEW

RESOLVED by the City Council of the City of Hanford, that,

WHEREAS, the City of Hanford desires to initiate proceedings pursuant to the Cortese-Knox-Hertzberg Local Reorganization Act of 2000, Division 3, commencing with Section 5600 of the California Government Code, an affected City, as defined therein, may by resolution adopted by its legislative body make a proposal for a change of organization and request initiation of proceedings thereon; and

WHEREAS, the City of Hanford proposes to initiate a Sphere of Influence expansion, as shown in **Exhibit A**, and;

WHEREAS, the City Council has reviewed the Draft Municipal Service Review, to be forwarded to the Local Agency Formation Commission (LAFCo) of Kings County and concurs with the determinations made and as follows:

1. Growth and Population Projections – Service efficiency is linked to a service provider’s ability to plan for the future needs of a city, while also meeting existing service demands. This section reviews projected service demands and needs based upon existing and anticipated growth patterns and population projections.

Determinations:

Determination 2-1 - U.S. Census data indicates that the City had a 2010 population of 53,967, a 2023 population (five-year increment from last Community Survey prediction) of 63,140, and a population projection of 87,429 by 2047, according to population projections from the General Plan.

Determination 2-2 - Based upon recent historical population trends from 2010 to 2015, the average annual growth rate was 0.3 percent for the City of Hanford. Therefore, the current population is trending below the projections of the General Plan.

Determination 2-3 - The City plans for future growth through the implementation of policies and standards set forth in its General Plan. The City's General Plan was updated in 2017 and is a long-range guide for attaining the City's goals within its ultimate service area and accommodating its population growth. The City's General Plan provides a policy base to guide future growth within the City.

Determination 2-4 - The City contains policies in their General Plan that regulate future annexations.

2. Disadvantaged Unincorporated Communities – Unincorporated disadvantaged communities, as defined by Water code Section 79505.5, may lack basic infrastructure, such as water, sewer, or fire protection, because they may have been overlooked due to their socioeconomic status. To promote equality and environmental justice, in accordance with adopted local policy and Senate Bill 244, adopted in 2011, the proximity of any disadvantaged community to existing service providers in analyzed and discussed, in order to determine if the community should be included in the SOI of the City.

Determinations:

Determination 3-1 - There are Census Block Groups within the City of Hanford that have a median household income below \$60,181(80 percent of the statewide median household income).

Determination 3-2 - There are areas currently within the City's SOI that can be considered unincorporated disadvantaged communities due to median household income being below 80 percent of the statewide average.

Determination 3-3 – The community of Home Garden is within the City of Hanford's SOI and currently provides potable water service. Wastewater service is provided by the City and fire and emergency protection services from Kings County. These areas would only be considered disadvantaged based on income, not from a service delivery standpoint.

Determination 3-4 – There are areas within the SOI that currently receive water and/or sewer through private facilities, such as wells and septic tanks, while receiving fire and emergency protection services from Kings County and are below the 80 percent threshold of medium

household income. These areas would be considered disadvantaged from a service delivery and an income standpoint and should be evaluated on a case by case basis when there is a neighborhood of 12 or more registered voters that could be included in a future annexation, per State law.

Determination 3-5 – Areas designated as having potential to become a DUC should be monitored and reviewed during the next municipal service review for the City.

3. Present and Planned Capacity of Public Facilities and Adequacy of Public Services, Including Infrastructure Needs and Deficiencies – Infrastructure can be evaluated in terms of condition, capacity, availability, quality and relationship to operational, capital improvement, and finance planning. This section of the MSR assesses the adequacy and quality of the service providers' physical infrastructure and analyzes whether or not sufficient infrastructure and capital are in place, or planned for, to accommodate planned future growth and expansions.

Determinations:

Capital Improvement Plan

Determination 4.1.1-1 – The City annually adopts a Capital Improvement Plan that identifies key capital projects that are needed to enhance services to residents.

Determination 4.1.1-2 – The Capital Improvement Plan could include milestones, performance indicators and/or specific goals consistent with the visioning principles of the General Plan to benchmark its progress in achieving specific levels of service for its residents.

Water

Determination 4.1.2-1 – The City operates a municipal water enterprise that services its residents.

Determination 4.1.2-2 – The City has completed and adopted a Water System Master Plan in September 2017 to better identify and improve operations of the water system and plan for future needs of the City in accordance with population projects.

Determination 4.1.2-3 – The City should monitor the well efficiencies on a frequent basis to adequately manage the groundwater supply.

Wastewater

Determination 4.1.3-1 – The City operates a municipal sewer enterprise that services its residents.

Determination 4.1.3-2 – The City has completed and adopted a Sewer System Master Plan in September 2017 to better identify and improve operations of the water system and plan for future needs of the City in accordance with population projects.

Fire

Determination 4.1.4-1 – The Hanford Fire Department provides emergency and fire protection services for residents and buildings within the city limits. Emergency services provided by the Fire Department include technical rescue, hazardous materials response, emergency medical services, and emergency disaster management.

Determination 4.1.4-2 – The City provides fire services through the use of General Fund, service fees, and other miscellaneous funds.

Determination 4.1.4-3 – The City did not have any facility upgrade projects listed in the most recently CIP.

Determination 4.1.4-4 – The City should continue to program repairs to existing facilities and continue plans for the construction of a fourth and fifth fire station in order to meet the needs of staff in order to provide a level of service acceptable to residents.

Determination 4.1.4-5 – The City should establish, maintain, and monitor a set of level-of-service criteria for fire protection services as a tool to assess the ability of the City to service growth.

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Determination 4.1.5-1 – The City utilizes a variety of financing sources in order to offset the expenditures utilized by law enforcement.

Determination 4.1.5-2 – The Police Department has identified upgrades to its police station and making additions as funding becomes available.

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Determination 4.1.6-1 – The City actively maintains parks and provides recreational services to the residents of Hanford.

Determination 4.1.6-2 – Parks and recreational facilities within the City amount to approximately 309.9 acres of land. This amounts to a ratio of roughly 5.4 acres per 1,000 persons (based on 2020 population estimate of 56,910), which meets the standard identified in the City's Parks and Recreation Master Plan.

Determination 4.1.6-3 – The City utilizes the Capital Improvement Plan to maintain and repair its numerous recreational facilities within the city limits to promote an active lifestyle to its residents.

Determination 4.1.6-4 – The City's General Plan and Parks Master Plan both identified a need for additional park and recreation space to serve residents of the City.

Determination 4.1.6-5 – The City's current parkland ratio of acres per 1,000 population is below the NRPA's guidelines and will be even more so with the addition of the population of the eight County islands.

Determination 4.1.6-6 - The City may need to employ strategies such identification of new parks in the Capital Improvement Program or obtaining grant funds for additional facilities to achieve adopted levels of service in conjunction with an expansion of its service area with the annexation of the eight County islands in order to reach the goals of the General Plan.

Determination 4.1.6-7 – The City should strive to improve proximity and distribution of parks and open space throughout the City so that all areas of the City meet the General Plan goal of 3.5 acres per 1,000 residents.

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Determination 4.1.7-1 – The City actively maintains the existing road systems and provides street sweeping within the city limits.

Determination 4.1.7-2 – The City utilizes a Capital Improvement Plan and reimbursements from the Gas Tax to aid in the repair and maintenance of existing roadways within the city limits.

Storm Drainage

Determination 4.1.8-1 – The City provides municipal storm drainage services for its residents.

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Determination 4.1.9-1 – The City, in conjunction with other cities and Kings County, provides fixed route and dial-a-ride service to its residents within the city limits and urban area boundary through the Kings Area Rural Transit (KART) system.

Determination 4.1.9-3 – The City's transit capital and service goals and policies are identified in the City of Hanford General Plan.

Refuse

Determination 4.1.10-1 – The City provides residents and commercial properties with solid waste collection and disposal through a JPA with Kings Waste and Recycling Authority.

Determination 4.1.10-2 – The City’s Refuse Operations revenues and expenditures have been balanced.

Determination 4.1.10-3 – The City should continue to participate in the joint powers authority and review the rates established to ensure they provide equal levels of service to throughout the service area.

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Determination 4.1.11-1 – The City’s General Plan and subsequent Water, Sewer, and Storm Master Plans have calculated and planned for service accommodation for the future population of the City.

Determination 4.1.11-2 - Present needs for public facilities and services are currently being met. Probable needs for public facilities and services are not currently anticipated to vary from present needs, as future demands are expected to remain relatively the same. Population increases are not currently anticipated to affect the City’s ability to provide of services as growth is anticipated within the General Plan.

Determination 4.1.11-3 – Implementation of Master Plans would properly provide the adequate extension of services to the County islands, were they to be annexed.

4. Financial Ability to Provide Services- This section of the MSR analyzes the financial structure and health of the City with respect to the provisions of services. Included in this analysis is the consideration of rates, service operations, and the link, as well as other factors affecting the City’s financial health and stability, including factors affecting the financing of needed infrastructure improvements and services. Compliance with existing State requirements relative to financial reporting and management is also discussed.

Determinations:

Determination 4.2-1 – The City annually conducts an open, transparent budgeting process aimed at balancing the needs of the City with the financial resources available.

Determination 4.2-2 – The City attempts to utilize other forms of revenue available besides sales/property taxes and fees, such as grants, to supplement its revenue stream.

Determination 4.2-3 – The City levies a series of fees and rates to offset the operations, maintenance, and infrastructure costs of the services it provides.

Determination 4.2-4 – The services provided by the City are subject to Proposition 218.

5. Status of, and Opportunities for, Shared Facilities – practices and opportunities that may help to reduce or eliminate unnecessary costs are examined in this section of the MSR. Occurrences of facility sharing are listed and assessed for efficiency, and potential sharing opportunities that would serve to better deliver services are discussed.

Determinations:

Determination 4.3-1 – The City participates in a mutual aid agreement with the Kings County Fire Department for additional fire protection service.

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6. Accountability of Community Service Needs, Including Governmental Structure and Operational Efficiencies – This section of the MSR addresses the adequacy and appropriateness of the agency's existing boundaries and sphere of influence and evaluates the ability of the City to meet their service demands under their existing government structure. Also included in this section is an evaluation of compliance by the agency with public meeting and records law.

Determinations:

Determination 4.4-1 – The City operates under the City Manager/City Council form of government. Each year the Council members select a Mayor and Vice-Mayor from amongst themselves.

Determination 4.4-2 – The City conducts open meetings in compliance with the Brown Act that allows for complaints and comments regarding services and potential conflicts or inefficiencies to be identified to the City Council by residents.

Determination 4.4-3 – The City utilizes an organizational structure that obtains efficiency through departments heads who oversee multiple divisions.

Determination 4.4-4 – The City makes Council agendas and other information that details operations and services provided by the City available to the public at City Hall and on its website (Council agendas).

Determination 4.4-5 – The current City structure is efficient, transparent, and meets expectation of its residents with the resources available.

WHEREAS, the City Council affirms the following statement of determinations, pertaining to the request to expand the Sphere of Influence:

1. Present and Planned Land Uses

The City has adopted the 2035 General Plan, that dictates present and future land use policy for City growth. The City's General Plan includes areas for immediate development, as well as reserve areas to accommodate growth of the periods of the document, at least 20 years and possibly beyond.

2. Present and Probable Need for Public Facilities and Services

The City provides a wide range of services to its residents, while being supplemented by other agencies within its city limits. The City also coordinates through secondary agreements to collaborate with neighboring agencies, such as the County or special districts, to provide services in a comprehensive manner.

The City will continue to utilize its agreements with the County for public transportation and solid waste collection and disposal. The City has undertaken significant efforts to implement the Master Plan infrastructure in areas within the city. The current public facilities serving the City limits and SOI will continue as is, with no need for a change of services.

3. Disadvantaged Unincorporated Communities – The City provides water, wastewater, and fire and emergency services within its city limits and within several of the County islands. However, the majority of area within the SOI (outside the city limits), does not have a service provider, with the exception of the Home Garden Community Service District (CSD). The areas depicted as a disadvantages unincorporated community are below the 80% of California’s median household income and do not receive water, wastewater, and fire and emergency services from the City of Hanford or another service provider. However, given the fact that the City has extended services beyond its limits within some of these areas, future annexations should be reviewed on a case by case basis to determine if there is a neighborhood needing services that would warrant a subsequent annexation.
4. Present Capacity of Public Facilities and Adequacy of Public Services – The City currently provides a level of service which appears satisfactory to meet the needs of its current residents. The City will determine the ability to provide public services to any areas to be annexed into the City from the Sphere of Influence.
5. Existence of Any Social or Economic Communities of Interest – There are currently areas of social or economic interest within the existing SOI, denoted as disadvantaged unincorporated communities of potential disadvantaged unincorporated communities, most notability – the community of Home Garden. These areas have been identified and will need subsequent review for inclusion on future annexations. Areas which already receive water, wastewater, and fire and emergency service may still need to be included in follow-up annexations to the City in order to provide equitable police, fire and emergency services. Police service levels should be reviewed as part of annexation proposals that are in proximity to disadvantaged unincorporated communities.

Additionally, other municipal services that would be extended to an annexation proposal should be compared with the adjacent disadvantaged unincorporated community area to determine if there would be a benefit or improvement in service levels to the neighborhood with a follow-up annexation. If the proposal would be cost prohibitive, the disadvantaged unincorporated

community area should be forwarded to the County to attempt to bring the services through available funding sources, such as grants or loan interest loan programs, in order to facilitate transition to the City.

WHEREAS, the proposal is consistent with the General Plan of the City of Hanford; and

WHEREAS, the Municipal Service Review is categorically exempt from the California Environmental Quality Act (CEQA), pursuant to Section 15306 of the Guidelines, which exempts basic data collection, research, experimental management, and resource evaluation activities, which do not result in serious or major disturbances to an environmental resource; and

WHEREAS, the request to expand the Sphere of Influence is affirmed by the General Plan EIR, certified on April 24, 2017, and the footprint for development will not change from that contemplated in the City's General Plan, and no land use designations are being changed, and no new construction activity will result from adopting the Sphere of Influence Expansion.

NOW, THEREFORE, BE IT RESOLVED, this Resolution of Application is hereby adopted and approved by the City Council of the City of Hanford and the Local Agency Formation Commission of Kings County is hereby requested to take proceedings of Sphere of Influence expansion of certification of the Municipal Service Review, as authorized in the manner provided by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Hanford held on the 18th day of April, 2023, by the following vote:

AYES: Council Member _____

NOES: Council Member _____

ABSTAIN: Council Member _____

ABSENT: Council Member _____

Travis Paden

MAYOR

STATE OF CALIFORNIA)

COUNTY OF KINGS)

CITY OF HANFORD) SS

I, **Natalie Corral**, City Clerk of the City of Hanford, do hereby certify that the foregoing Resolution was duly passed and adopted by the City Council of the City of Hanford at a regular meeting thereof held on the 18th day of April, 2023.

Dated: _____

City Clerk

Exhibit A

Proposed Sphere of Influence

Figure 3-1: General Plan Land Use Map

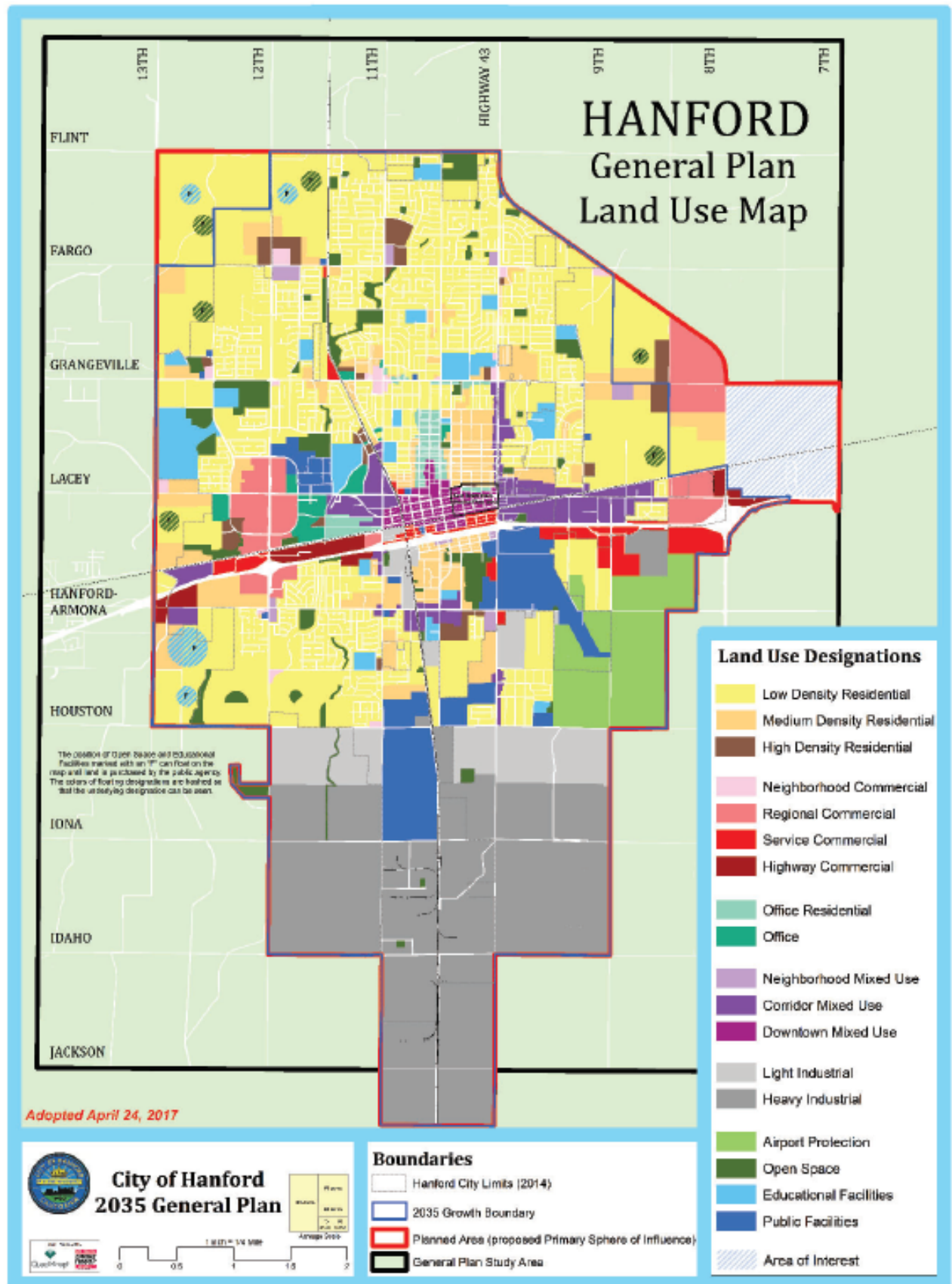




Exhibit C **CITY OF HANFORD** **2008 SPHERE OF INFLUENCE**

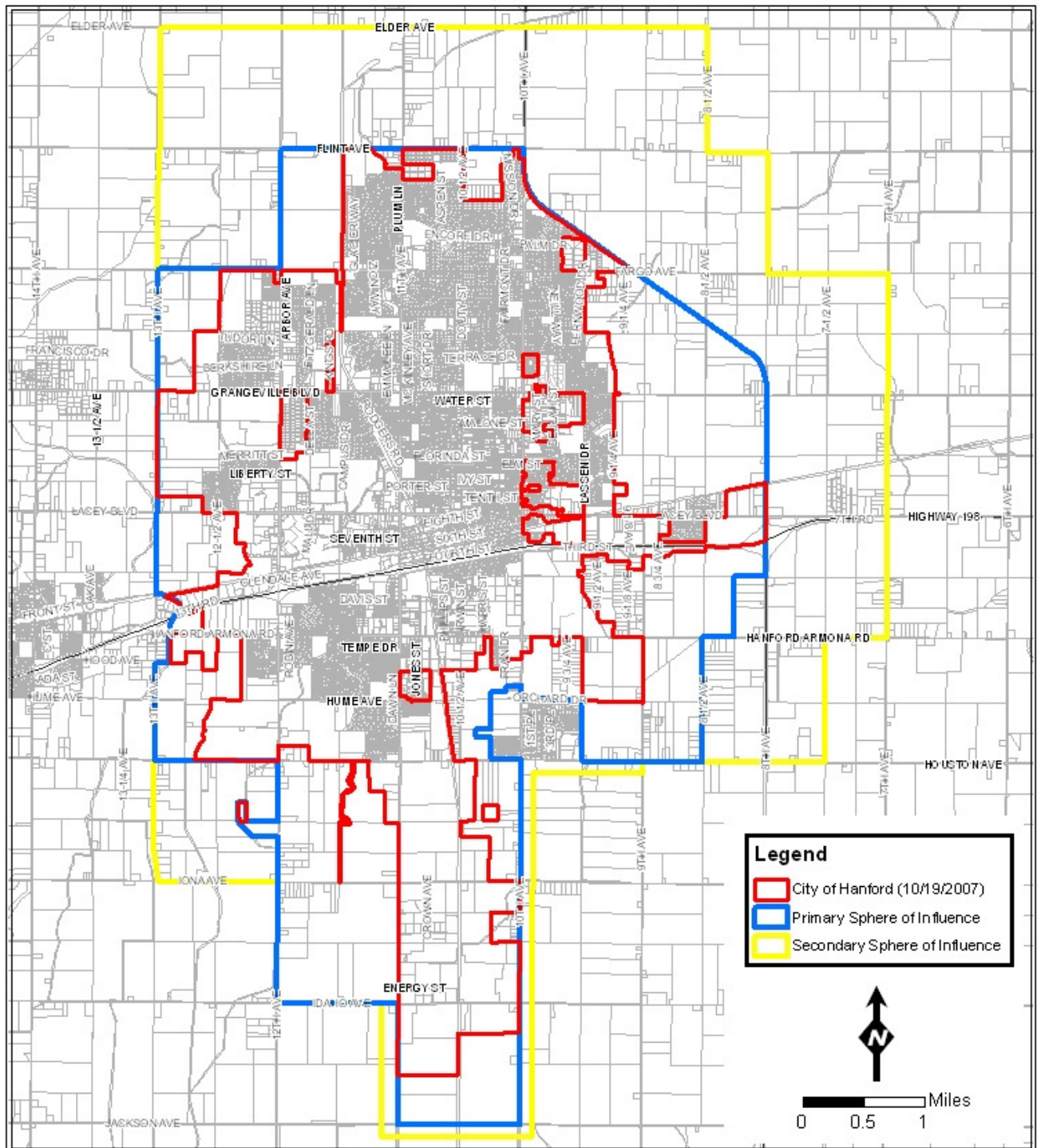
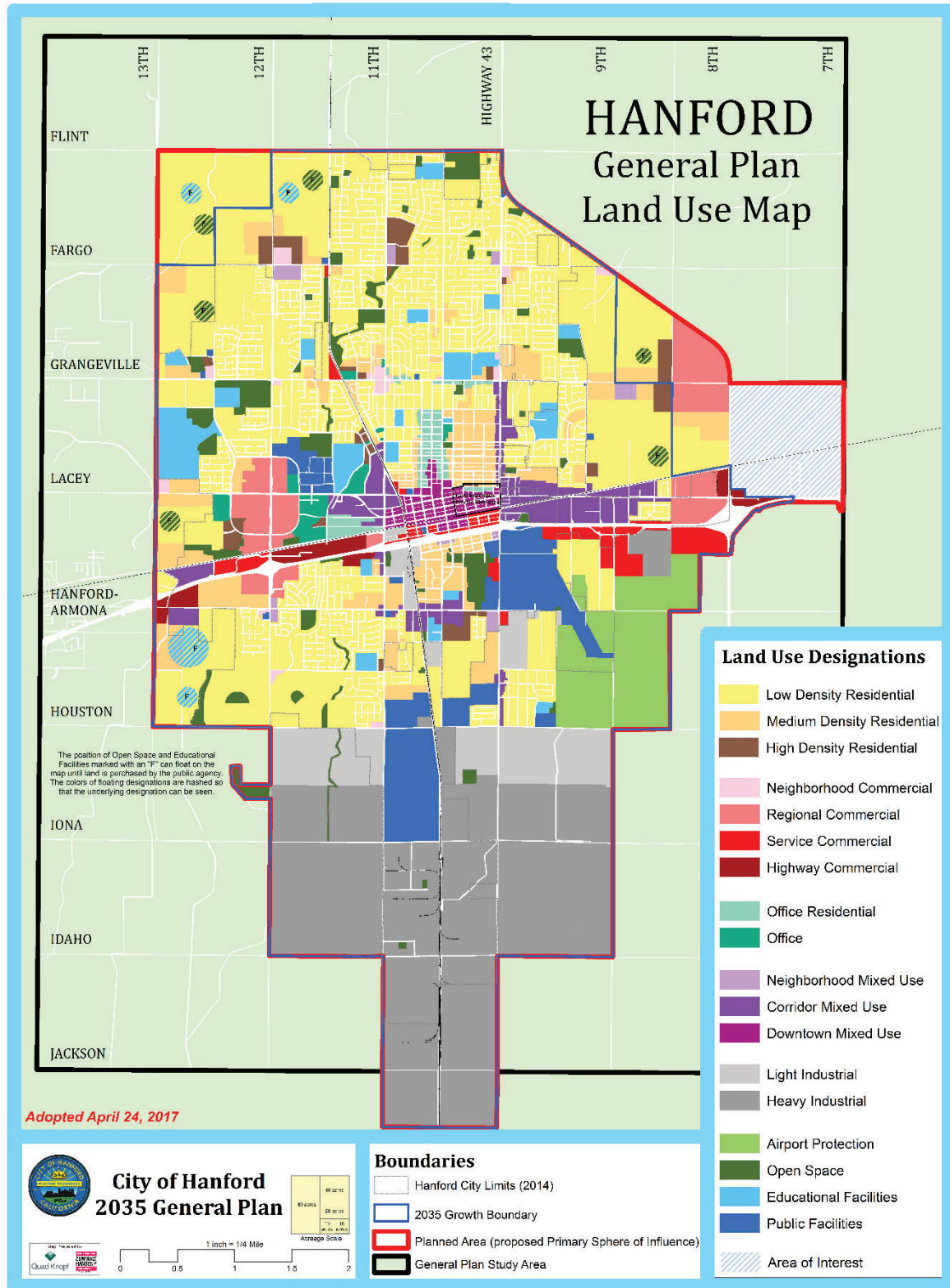
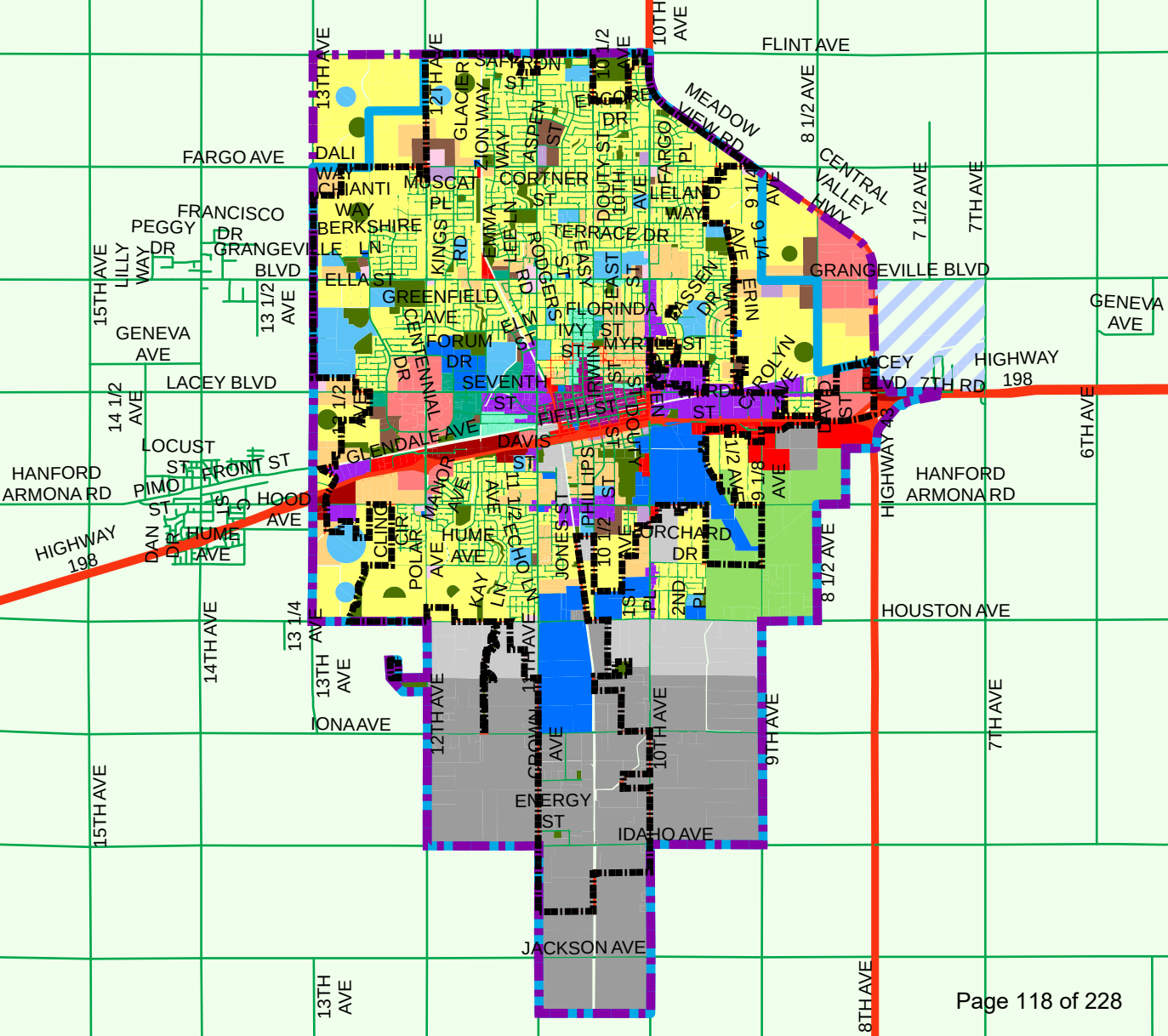


Figure 3-1: General Plan Land Use Map

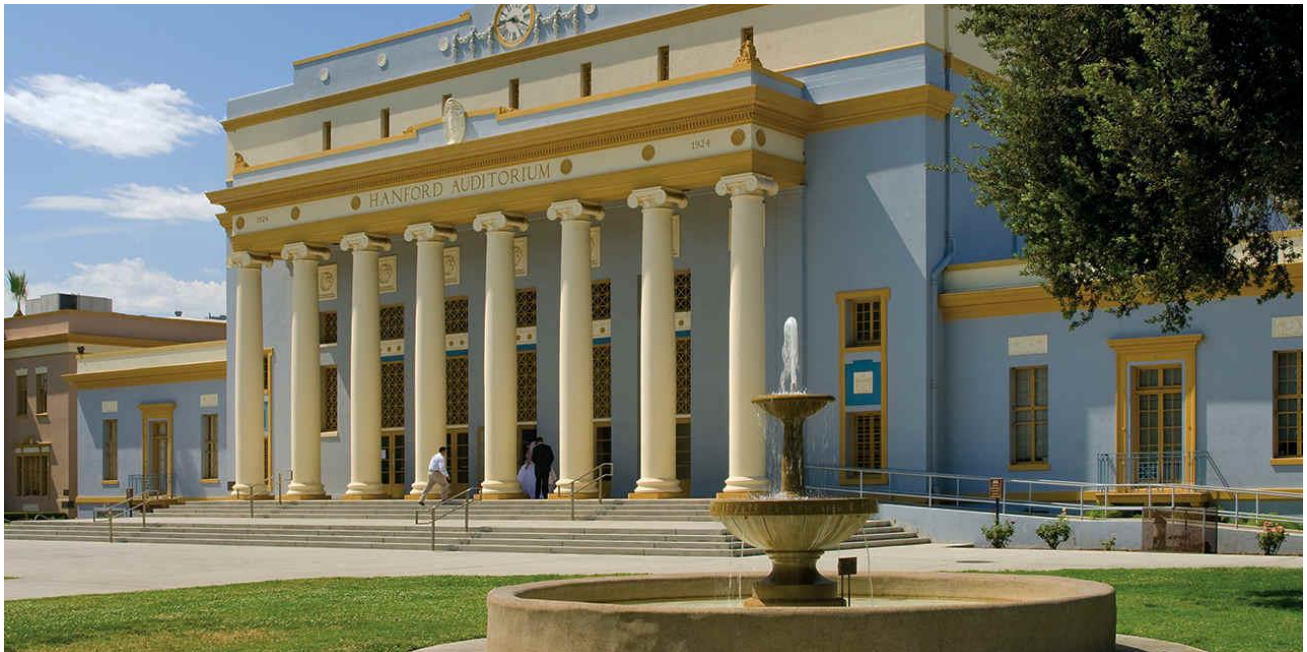




DRAFT

**LOCAL AGENCY FORMATION COMMISSION OF
KINGS COUNTY**

**HANFORD AREA
MUNICIPAL SERVICE REVIEW AND
SPHERE OF INFLUENCE UPDATE**



MARCH 2021



DRAFT

HANFORD AREA MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE UPDATE

Prepared for:

Local Agency Formation Commission of Kings County
1400 West Lacy Boulevard
Hanford, CA 93230
Contact Person: Greg Gatzka, Executive Officer
Phone: (559) 675-7821

Consultant:



901 East Main Street
Visalia, CA 93292
Contact: Steve Brandt, Project Manager
Phone: (559) 733-0440

March 2021

Cover Photo Credit: Main Street Hanford's Website

LOCAL AGENCY FORMATION COMMISSION OF KINGS COUNTY

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Staff

Greg Gatzka, Executive Officer

Chuck Kinney, Assistant Executive Officer

Legal Counsel

Diane Freeman, LAFCo Counsel

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SECTION 1 - INTRODUCTION

1.1 - Municipal Service Review Purpose

The Municipal Service Review (MSR) is a comprehensive assessment of the ability of existing local government agencies to effectively and efficiently provide municipal services to residents and users. The form and content of an MSR is specified by requirements in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act) and in the State of California's Local Agency Formation Commission (LAFCo) MSR Guidelines, published in August 2003.

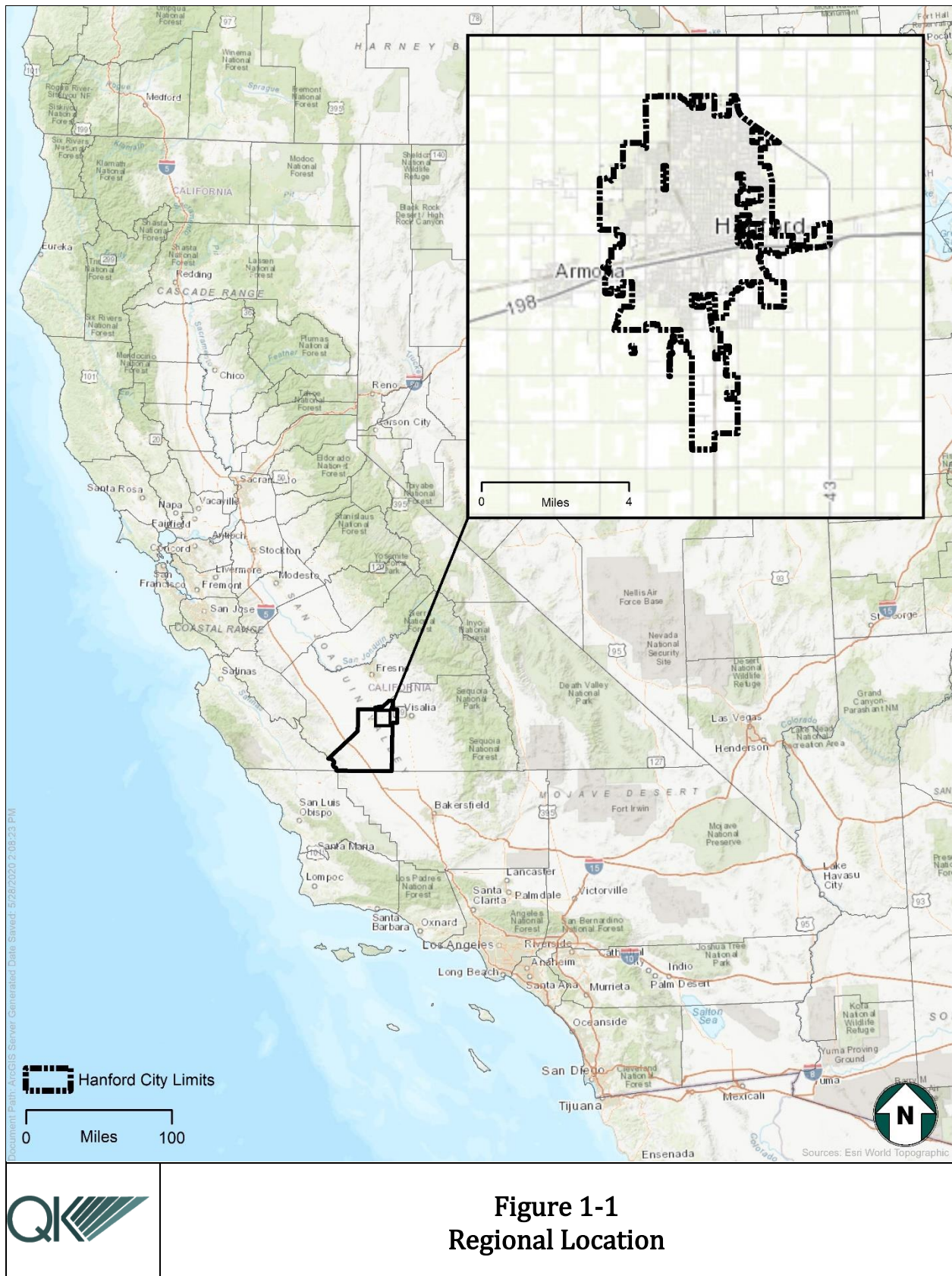
The CKH Act requires all LAFCOs, including the Local Agency Formation Commission of Kings County (Kings LAFCo), to prepare an MSR for each of its incorporated cities and its special districts. The fundamental role of LAFCo is to implement the CKH Act, which was adopted into State law to encourage the logical, efficient, and most appropriate formation of local municipalities, service areas, and special districts. MSRs are to be completed every five years, and must be completed prior to, or in conjunction with, an update of a city or special district Sphere of Influence (SOI).

This MSR was initiated by Kings LAFCo in the beginning of 2020 and is intended to provide Kings LAFCo with the necessary and relevant information related to the operations and management of the municipal service providers within the City of Hanford's (the City or Hanford) proposed SOI update. The City of Hanford is the County seat of Kings County located in the San Joaquin Valley of California (Figure 1-1).

Kings LAFCo desires to review the local governing landscape of Hanford for service delivery and make recommendations that promote orderly growth and development while preserving surrounding agricultural and open space lands. In addition, the report will review the City of Hanford's request to amend its SOI and determine the feasibility of annexing eight County islands (Figure 1-2).

The City of Hanford last had a Municipal Service Review (MSR) and Sphere of Influence (SOI) Update conducted by Kings LAFCo in 2007. Since that time, the City has adopted a new General Plan. Given that there have been land use policy changes in its new General Plan, the City is requesting that Kings LAFCo adopt a new MSR and amend the SOI consistent with its new General Plan, specifically so that the SOI is coterminous with the City's 2035 Growth Boundary (Figure 1-2).

The City is also looking to annex neighborhood communities located within the unincorporated County areas that are completely surrounded by the City. The premise and guidance given by State law and local rules are that county islands should generally be annexed into a city so they may receive more efficient delivery of services, as a city is usually more equipped to provide urban level services than the county or other entity.



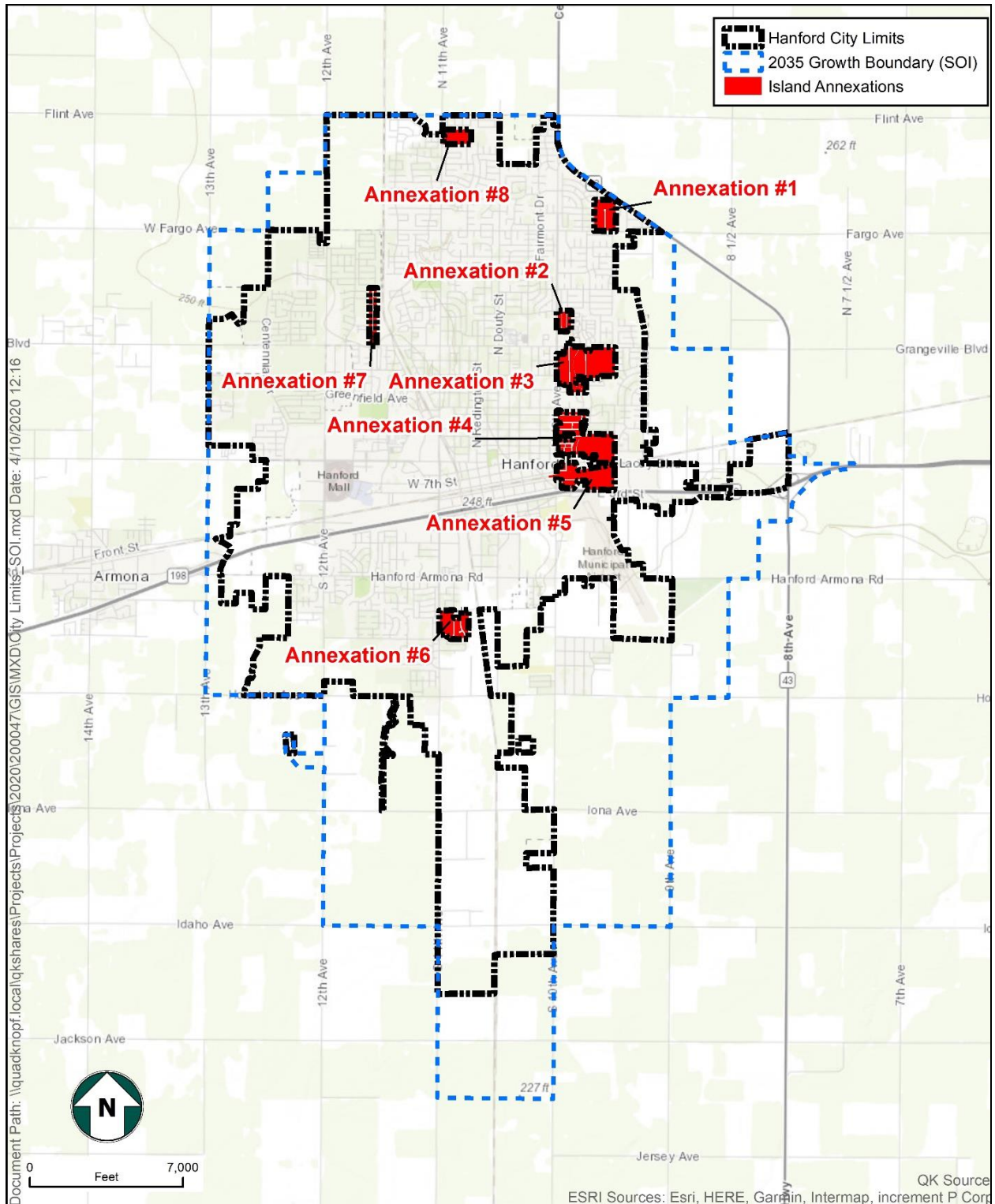


Figure 1-2
2035 Growth Boundary and Island Annexations

To facilitate the annexation of county islands to contiguous cities, the State legislature has adopted specific provisions in the Government Code that require LAFCo annexation approval and waiver of protest proceedings if LAFCo makes certain findings and determinations. Those determination are as follows:

Government Code Section 56375

(a)(4) A commission shall not disapprove an annexation to a city, initiated by resolution, of contiguous territory that the commission finds any of the following:

(A) Surrounded or substantially surrounded by the city to which the annexation is proposed or by that city and a county boundary or the Pacific Ocean if the territory to be annexed is substantially developed or developing, is not prime agricultural land as defined in Section 56064, is designated for urban growth by the general plan of the annexing city, and is not within the sphere of influence of another city.

(B) Located within an urban service area that has been delineated and adopted by a commission, which is not prime agricultural land, as defined by Section 56064, and is designated for urban growth by the general plan of the annexing city.

(C) An annexation or reorganization of unincorporated islands meeting the requirements of Section 56375.3.

Government Code Section 56375.3

(a) In addition to those powers enumerated in Section 56375, a commission shall approve, after notice and hearing, the change of organization or reorganization of a city, and waive protest proceedings pursuant to Part 4 (commencing with Section 57000) entirely, if all of the following are true:

(1) The change of organization or reorganization is initiated on or after January 1, 2000.

(2) The change of organization or reorganization is proposed by resolution adopted by the affected city.

(3) The commission finds that the territory contained in the change of organization or reorganization proposal meets all the requirements set forth in subdivision (b).

(b) Subdivision (a) applies to territory that meets all the following requirements:

(1) It does not exceed 150 acres in area, and that area constitutes the entire island.

(2) The territory constitutes an entire unincorporated island located within the limits of a city, or constitutes a reorganization containing several individual unincorporated islands.

- (3) It is surrounded in either of the following ways:
- (A) Surrounded, or substantially surrounded, by the city to which annexation is proposed or by the city and a county boundary or the Pacific Ocean.
 - (B) Surrounded by the city to which annexation is proposed and adjacent cities.
- (4) It is substantially developed or developing. The finding required by this paragraph shall be based upon one or more factors, including, but not limited to, any of the following factors:
- (A) The availability of public utility services.
 - (B) The presence of public improvements.
 - (C) The presence of physical improvements upon the parcel or parcels within the area.
- (5) It is not prime agricultural land, as defined by Section 56064.
- (6) It will benefit from the change of organization or reorganization or is receiving benefits from the annexing city.
- (7) This subdivision does not apply to any unincorporated island within a city that is a gated community where services are currently provided by a community services district.

1.2 - MSR Preparation, Review and Adoption Process

The process of developing the MSR began with the collection of planning documents, budgetary documents, and other records by QK, a consulting firm hired by the City of Hanford. QK also assisted the City in the preparation of its General Plan Update.

After review by the City, an administrative draft was presented to LAFCo staff for their review. Edits required by LAFCo staff and Counsel were made to LAFCo staff's satisfaction prior to public release of the draft MSR.

A hearing was scheduled by Kings LAFCo on _____, 2021, where comments from the public were heard and adoption of the MSR, including its Determinations and Recommendations, could be considered. After input and comment from the public, the Commission approved the MSR on _____, 2021.

1.3 - Required Topic Areas of Analysis

This MSR contains analysis and conclusions, referred to as Determinations, regarding six topic areas, as set forth in the CKH Act. These areas of analysis focus on the essential

operational and management aspects of the City of Hanford, and together constitute a complete review of Hanford's ability of to meet the service demands of its residents and businesses. The six topic areas used for analysis in this MSR are:

1. Growth and Population Projections
2. Disadvantaged Unincorporated Communities
3. Present and Planned Capacity of Public Facilities and Adequacy of Public Services, Including Infrastructure Needs and Deficiencies
4. Financial Ability to Provide Services
5. Status of, and Opportunities for, Shared Facilities
6. Accountability for Community Service Needs, Including Governmental Structure and Operational Efficiencies

An explanation of the specific operational and management aspects considered in each of these topic areas is provided below.

1. Growth and Population Projections

Service efficiency is linked to a service provider's ability to plan for the future needs of a city while also meeting existing service demands. This section reviews projected service demands and needs based upon existing and anticipated growth patterns and population projections. This is found in Section 2 – Growth and Population Projections.

2. The Location and Characteristics of any Disadvantaged Unincorporated Communities Within or Contiguous to the Sphere of Influence

Unincorporated disadvantaged communities, as defined by Water Code Section 79505.5, may lack basic infrastructure, such as water, sewer, or fire protection, because they may have been overlooked due to their socioeconomic status. To promote equality and environmental justice in accordance with adopted local policy and Senate Bill 244, adopted in 2011, the proximity of any disadvantaged community to existing service providers is analyzed and discussed in order to determine if the community should be included in the SOI of the City. This is found in Section 3 – Disadvantaged Unincorporated Communities.

3. Present and Planned Capacity of Public Facilities and Adequacy of Public Services, Including Infrastructure Needs or Deficiencies

Infrastructure can be evaluated in terms of condition, capacity, availability, quality and relationship to operational, capital improvement, and finance planning. This section assesses the adequacy and quality of the service providers' physical infrastructure and analyzes whether or not sufficient infrastructure and capital are in place (or planned for) to accommodate planned future growth and expansions. This is found in Section 4.

4. Financial Ability to Provide Services

This section analyzes the financial structure and health of the City with respect to the provision of services. Included in this analysis is the consideration of rates, service operations, and the like, as well as other factors affecting the City's financial health and stability, including factors affecting the financing of needed infrastructure improvements and services. Compliance with existing State requirements relative to financial reporting and management is also discussed. This is found in Section 4.

5. Status of, and Opportunities for, Shared Facilities

Practices and opportunities that may help to reduce or eliminate unnecessary costs are examined in this section. Occurrences of facility sharing are listed and assessed for efficiency, and potential sharing opportunities that would serve to better deliver services are discussed. This is found in Section 4.

6. Accountability for Community Service Needs, Including Governmental Structure and Operational Efficiencies

This section addresses the adequacy and appropriateness of the agency's existing boundaries and sphere of influence and evaluates the ability of the City to meet their service demands under their existing government structure. Also included in this section is an evaluation of compliance by the agency with public meeting and records laws. This is found in Section 4.

1.4 - LAFCo Powers

LAFCo has the power to determine the SOI for the City of Hanford. An SOI is a plan for the probable physical boundaries and service area of a local agency. It is represented by a boundary line on a map. The boundary line shows the territory that is expected to eventually be within the agency's boundary, as determined by LAFCo. It is by this method that LAFCo makes policy statements about its intent for the future probable boundaries of a city. If LAFCo chooses to not adopt an SOI for a city or district, meaning that it chooses to adopt a "zero" sphere, then it is making the policy statement that its plan is for that agency to eventually be consolidated into the city or another district. The preparation of an MSR is required prior to the amendment of a city or district's SOI.

1.5 - Key Considerations and Goals

The MSR will use the following goals to evaluate the potential government structure options for the Hanford area:

1. **Efficient provision of municipal services.** The ultimate goal of the preferred governance structure should be an efficient operating structure and stable fiscal basis required to effectively provide municipal services to the City of Hanford.

2. **Adequate revenue sources.** The ability to provide municipal services at adequate levels hinges upon stable revenue streams linked to the services for which the revenues are being collected.
3. **Proactive approach to governance structure.** Government agency reorganization proposals (e.g., municipal incorporations, major annexations, etc.) are necessarily complex procedures requiring substantial effort on the part of proponents, LAFCo and the affected agencies. These reorganizations are often more complex when contemplated on a reactive basis rather than a proactive basis. An understanding of a long-range approach to reorganization will assist in evaluating specific proposals to determine if they will bring the community closer to the desired result.
4. **Avoidance of intergovernmental conflicts, competition, or issues.** Conflicts between local jurisdictions over control and other impacts across jurisdictions and competition for resources (e.g., fiscal revenue generators) often consume resources and weaken incentives to cooperate on important regional issues like transit service, water quantity and quality, air quality, and habitat conservation.
5. **Local preference.** There is often more than one feasible government structure that can potentially provide local municipal services. The residents and businesses of the community must have the opportunity to participate in choosing the method, especially since a governmental structure change will likely require some sort of election process for it to be implemented. Local preference also may include agreements made between local agencies regarding where and how growth and development may occur within a region. These agreements have been identified within CKH as important for consideration during the MSR and SOI update process. The Commission “shall give great weight to the agreement to the extent that *it is consistent with [LAFCO] commission policies...* (emphasis added)” (Government Code §56425(b)).

1.6 - Services Provided

The City of Hanford is empowered as a general law city, governed by State law and local ordinances, to provide specific municipal services within its boundaries. The City of Hanford has several divisions, covering many municipal services, including Police, Fire, Emergency Response, Water, Wastewater, Flood Control/Drainage, Solid Waste, Street Maintenance, Street Lighting, and Parks and Recreation Maintenance. Some of the aforementioned services are provided to communities outside of the City’s jurisdiction.

There are three communities within a one-mile buffer of the City of Hanford’s Sphere of Influence. Armona Census Designated Place (Armona) is located approximately 0.95 miles west of the City of Hanford’s SOI and contains approximately 3,795 residents. The Armona Community Service District (CSD) provides water, wastewater, solid waste collection, limited flood control services, limited street maintenance, and street lighting services. Armona also receives law enforcement, fire, and emergency services from Kings County (Kings County). Home Garden Census Designated Place (Home Garden) is located approximately 0.35 miles southeast of the City and contains approximately 1,643 residents.

Home Garden CSD only provides water supply and distribution services. Home Garden CSD also receives law enforcement, fire and emergency service, flood control, street maintenance, and street lighting from Kings County. In addition, wastewater collection and disposal services are provided by the City of Hanford (Kings County). According to the Kings County Planning Department, the Census Designated Place of Grangeville (Grangeville) does not have a community service district or a public utilities district to provide municipal services. It is located approximately 0.85 miles west of the City and contains about 586 residents. The majority of services are provided by Kings County and water and wastewater services are provided by private wells and septic systems.

The 2018 American Community Survey estimated approximately 56,910 residents in the City of Hanford. The nearby communities' population is approximately is Home Garden with 1,643 residents, Grangeville with 586 residents, and Armona with 3,795 residents. The total population of these unincorporated residential communities is approximately 5,438 residents (American Community Survey, 2018).

The matrix in Table 1-1 specifies the services that the City provides. The matrix also includes two nearby community service districts that also provide some of the same services.

Table 1-1
Current, Authorized and Latent Powers Matrix

Municipal Service Type	City of Hanford	Armona Community Service District	Home Garden Community Service District
Law Enforcement	City	County	County
Fire and Emergency Service	City	County	County
Water Supply	City	District	District
Water Distribution	City	District	District
Wastewater Collection	City	District	City
Wastewater Disposal	City	District	City
Solid Waste Collection	City	District	District
Flood Control/Drainage	City	District (limited)	County
Street Maintenance	City	District (limited)	County
Street Lighting	City	District	County
Parks and Recreation Maintenance	City	District	N/A

Source: City of Hanford 2035 General Plan, Armona 2035 Community Plan, Home Garden Community Plan

**Table 1-2
Island Annexation Service Providers**

Municipal Service Type	Island Annexation							
	1	2	3	4	5	6	7	8
Law Enforcement	County	County	County	County	County	County	County	County
Fire and Emergency Service	County	County	County	County	County	County	County	County
Water Supply	Private	City	City	City	City	City	City	Private
Water Distribution	Private	City	City	City	City	City	City	Private
Wastewater Collection	Private	City	City	City	City	City	City	Private
Wastewater Disposal	Private	City	City	City	City	City	City	Private
Solid Waste Collection*	County	County	County	County	County	County	County	County
Flood Control/Drainage	County	County	County	County	County	County	County	County
Street Maintenance	County	County	County	County	County	County	County	County
Street Lighting	County	County	County	County	County	County	County	County
Parks and Recreation Maintenance	County	County	County	County	County	County	County	County

Source: 2017 Water System Master Plan, 2017 Sewer System Master Plan, 2017 Storm Drain Master Plan City of Hanford, and 2035 City of Hanford General Plan

* Solid waste collection in the County islands is currently optional.

SECTION 2 - GROWTH AND POPULATION PROJECTIONS

2.1 - Introduction

The purpose of this section is to evaluate service demand based on existing and anticipated growth patterns and population projections. The MSR Guidelines call for LAFCo to determine historic and projected growth and absorption patterns in relationship to a service provider's boundaries and SOI. In addition, LAFCo is tasked with evaluating the impact and compatibility of such growth on and with land use plans, services, local government structures and growth patterns.

2.2 - History of Hanford

The City of Hanford started as a Chinese sheepherder's simple camp along the Southern Pacific Railway line from Goshen to Coalinga. The settlement was named for James Madison Hanford, auditor of the railroad, who also took lively interest in the sale of town lots. The sale of lots began on January 17, 1877. The settlement grew to a town and eventually the trading center of the area.

Through the early years, a series of devastating fires hampered the growth of the town. In 1887, the fire that destroyed most of the downtown spurred talk of incorporation, but the idea of additional taxes prevented any action. Then in June 1891, another fire destroyed the downtown business district once again. An election was held to determine whether the town should incorporate. The vote was 127 to 47, in favor of incorporation. On August 12, 1891, the City of Hanford was born. When Kings County was formed in 1893, Hanford became the County seat.

After the incorporation, Hanford continued to grow into a thriving town. For many years Hanford had the only opera house between the Los Angeles and San Francisco areas. In 1945, the first paid Fire Department was established, and the City Planning Commission was created. In 1950 the City Manager/City Council form of government was established.

Many of the historic buildings in the downtown area came to become underutilized. To combat that, the City Council established a Historic District. As a result of many activities in downtown Hanford, the restoration and rehabilitation program, and the cooperation between private citizens and City officials, in 1985 Hanford won the Helen Putnam Award for Excellence awarded by the League of California Cities. In 1986, American City and County Magazine chose Hanford as one of ten cities in the United States to receive its Award of Merit. Most recently, Rohm and Haas Paint Quality Institute of Philadelphia, Pennsylvania named the City as one of the country's "Prettiest Painted Places in America" (City of Hanford, 2009).

The last Municipal Services Review and Sphere of Influence Update for the City of Hanford was conducted in 2007. Per the Review, the Sphere of Influence was updated. The Sphere of Influence was reduced in three areas and expanded in one area. The current Sphere of Influence is shown in Figure 1-2 above.

2.3 - Planning and Growth Projections

The City of Hanford General Plan was adopted in 2017 by the Hanford City Council to provide land use development decision-making guidance and to provide a planning framework for the development of more detailed implementation plans and measures. A map depicting these planned land use patterns is shown in Figure 2-1.

After reviewing historical growth rates and projected growth trends available in 2014, a Citizens Advisory Committee determined that the General Plan Update would assume Hanford's average annual population growth rate would be 2.1 percent, which would result in an assumed population of 90,000 persons in the year 2035.

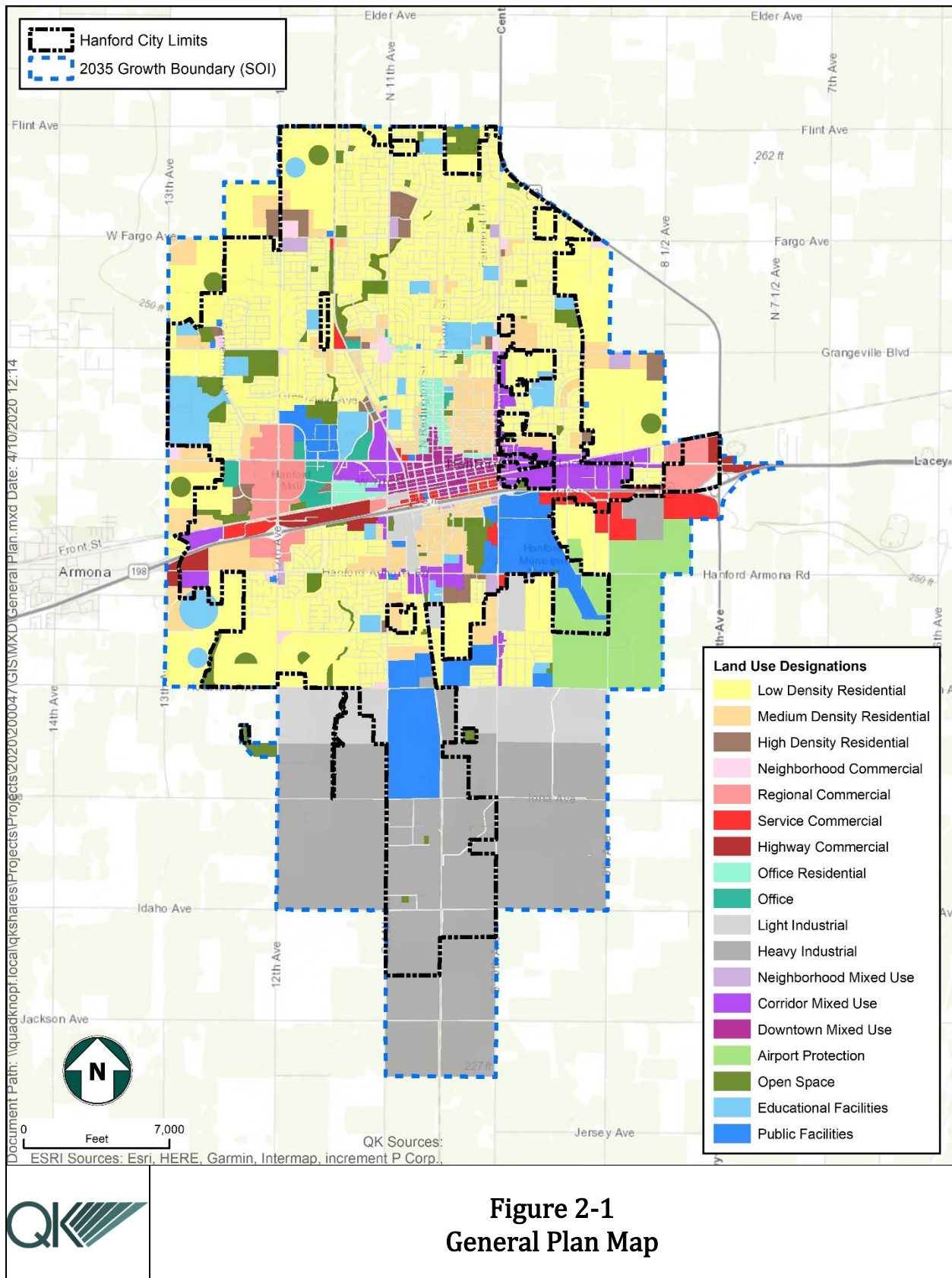
Despite the General Plan's projected growth rate of 2.1 percent, the actual annual growth rates from 2010 to 2019 have not been 2.1 percent. This can be seen below in Table 2-1. If the City starts to grow according to the General Plan, at a rate of 2.1 percent, starting in 2019, the estimated population of 2035 will be approximately 80,000.

The population estimates in the General Plan were generated utilizing historic growth rates and projected growth trends. There is currently available information that would allow for these estimates to be updated accordingly. In Table 2-1, population estimates have been updated to account for the more recent population information available.

Based on these updated figures, it is apparent that the infrastructure planning for the City would be able to support population growth beyond the 2035 horizon if current trends remain constant. The infrastructure plans described in the City's Master Plans accounted for a 2.1 percent population increase, per the General Plan. However, anomalies or unforeseen events may occur between now and 2035 that may spike growth in the City. To prepare for this, the population estimates utilized by the City in their Infrastructure Master Plans should be monitored to ensure that they are not being outpaced by the City's population growth.

Table 2-1
City of Hanford Growth Estimates

Forecast Year	Population Estimate	% Annual Growth	Forecast Year	Population Estimate	% Annual Growth
2010 Census	53,967		2019	57,703	1.4%
2011 (ACS)	53,891	-.14%	2020	58,915	2.1%
2012 (ACS)	54,205	.58%	2021	60,152	2.1%
2013 (ACS)	54,461	.47%	2022	61,415	2.1%
2014(ACS)	54,523	.11%	2023	62,705	2.1%
2015 (ACS)	54,790	.49%	2024	64,022	2.1%
2016 (ACS)	54,912	.22%	2025	65,366	2.1%
2017 (ACS)	55,599	1.25%	2026	66,739	2.1%
2018 (ACS)	56,910	2.3%	2027	68,140	2.1%
			2035	80,465	2.1%



Based on the actual data currently available and supplemented using the 2.1 percent annual growth rate, the population in 2035 would be approximately 80,000 residents, which is about 10,000 less than the population forecast within the General Plan. For infrastructure planning purposes, the estimates would be acceptable as the infrastructure would be able to accommodate growth beyond the planning horizon date of 2035.

2.3.1 - COUNTY ISLANDS

As shown in Figure 1-2, there are eight County islands within the bounds of city limits. It is in within the best interest of the City to consider annexation of these island to reduce inefficiencies and deficiencies of services provided. Population estimates were derived for each County island to estimate the demand for service. To calculate the estimated population, an aerial interpretation of residential structures was conducted. Then the amount of residential structures was multiplied by the City of Hanford's estimated person per household (3.04 persons) to produce an estimated population.

County Island #1

This island consists of 12 large residential properties. 11 out of 12 parcels are developed with residential structures. The existing land use for this island is rural residential, with parcels ranging in size from approximately 1.7 to 2.7 acres. The planned land use for these properties is Low Density Residential. The estimated population is 33 people.

County Island #2

The island consists of 48 parcels, one of which has a commercial use and one is vacant. There are 49 residential structures within this island area. The existing land uses are commercial and urban residential. The parcels sizes range from 0.07 to 0.87 acres, with an average size of 0.26 acres. The planned land use for these properties is Medium Density Residential. The estimated population is 149 people.

County Island #3

The island consists of 119 parcels. There are 102 residential structures within the island area. County island #3 is one of the larger annexation areas being proposed at over 100 acres. Parcel size consists of parcels within the range 0.09 to 5.85 acres, with an average of 0.75-acres. The existing land use is primarily urban residential and rural residential. In addition, there are some commercial uses and school facilities. The planned land uses are Low Density Residential, Mixed-Use Corridor, Open Space, and Educational Facilities. The estimated population is 310 people.

County Island #4

This island is one of the three larger islands totaling approximately 90 acres. This island consists of 172 parcels, 122 residential parcels, and 125 residential structures. The approximate average parcel size for this island is 0.46 acres. There are a few large parcels that are several acres large. The largest being 14 acres. The large parcels are primarily

vacant. The existing land use is urban residential with rural residential, commercial, and vacant land. The island is mainly urban with dense development and towards the southeast the parcels are larger with more vacant land. The planned land uses are Low Density, Medium Density Residential, Open Space, and Mixed-Use Corridor. The estimated population is 380 people.

County Island #5

The island is unique for the fact that the City's General Plan designated the entire island as Mixed-Use Corridor. The island consists of 45 parcels, 20 residential parcels, and 22 residential structures. The estimated average parcel size is 1.21 acres. The parcel size ranges from 0.09 to 16.85 acres. There are two vacant parcels that are larger than 10 acres. The existing land use is primarily urban residential, in addition to commercial and vacant parcels. As mentioned previously the entire island is designated as Mixed Use. The estimated population is 69 people.

County Island #6

The island consists of 77 total parcels, 63 residential parcels and 72 residential structures. The estimated average parcel size 0.38 acres. The parcel sizes range from 0.11 to 5.12 acres. The annexation area is split fairly evenly between Medium Density Residential and Low Density Residential. The annexation area is primarily urban with a few parcels that are vacant. The estimated population is 219 people.

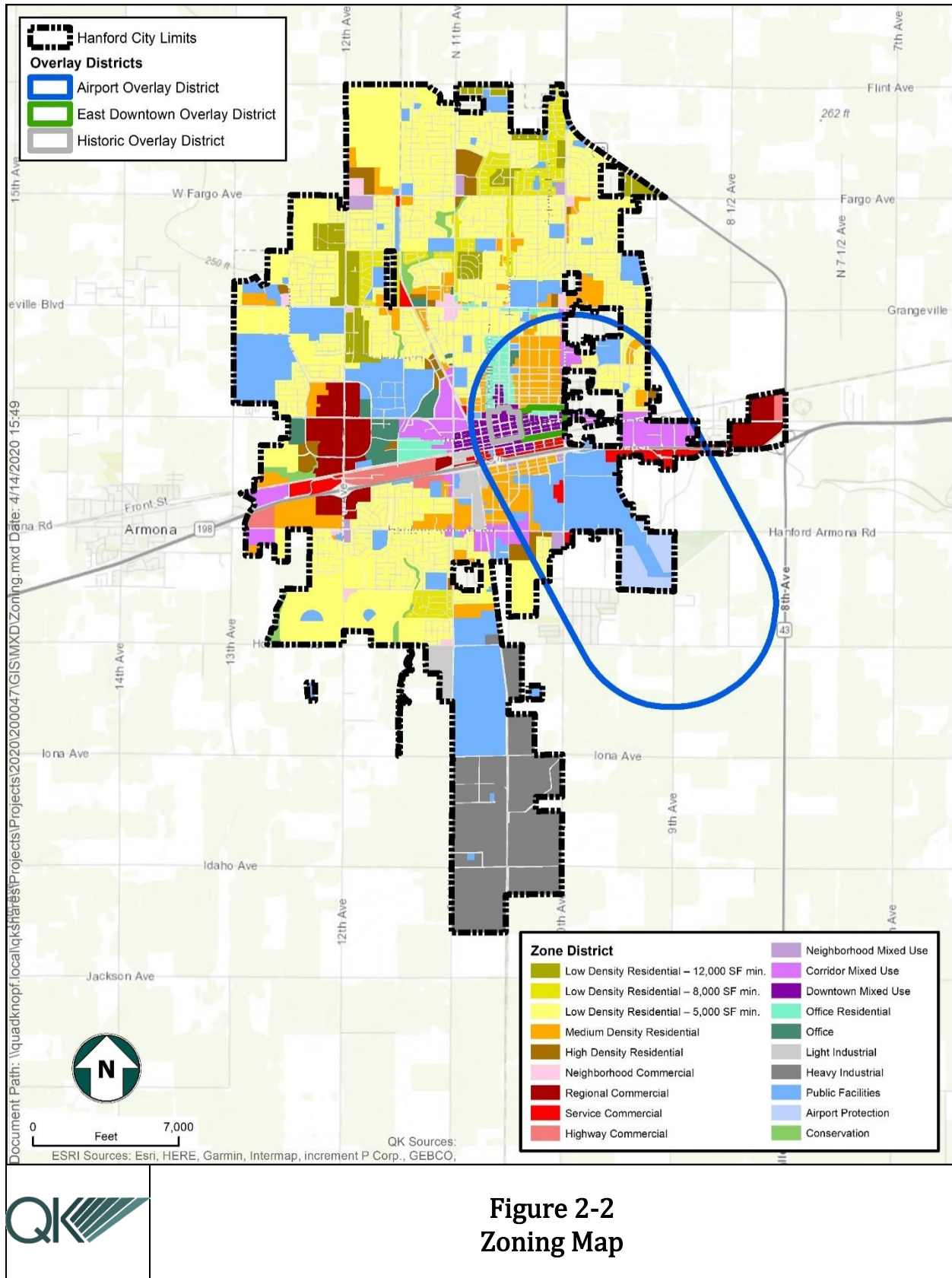
County Island #7

This County island is unique in the sense that it only incorporates a single neighborhood. The island is approximately 350 feet wide and 2,650 feet long or roughly 21 acres. The island consists of 36 parcels that are all residential, which contain 36 residential structures. The average estimated parcel size is 0.45 acres; with ranges from 0.20 to 0.72 acres. The entire island has planned land use of Low Density Residential. The estimated population is 109 people.

County Island #8

Similar to County island #7, this island only incorporates one neighborhood. This island consists of eight parcels that consist of eight residential parcels with eight residential structures. The average estimated parcel size is 2.36 acres and ranges from 1.77 to 2.74 acres. The entire island has a planned land use of Low Density Residential. The estimated population is 24 people.

The total population for all the island annexations is approximately 1,293 people.



2.4 - Anticipated Service Needs

The Hanford area requires typical local municipal services, such as water service, sewer service, police and fire protection, storm drainage, street maintenance, parks and recreation, schools, communication infrastructure, and solid waste collection. The City has adopted an updated General Plan and corresponding Master Plans to accommodate future growth in an orderly manner until the year 2035.

This Municipal Service Review will review water service, wastewater service, fire protection, police protection, street maintenance, parks and recreation, public transportation, and solid waste. It will review the level of service in each area and analyze whether the City would have the ability to provide services to the County islands discussed in Section 1. The City conducts infrastructure master planning in the areas of water, sewer, and storm drainage. The County islands were not taken into consideration in those Master Plans, as there does not appear to be discussion about providing service in addition to no planned infrastructure shown on any of the buildout maps of the correspond systems. This MSR will take the level of service needed in those County islands into consideration, along with the predicted growth projections of the City, to conclude ability for the City to annex the islands.

The Water, Sewer, and Storm Drainage Master Plans have evaluated the ability for the City to accommodate both current and future populations. The population projections in these Master Plans is the same as is described in the General Plan. Recommendations in the Master Plans include but are not limited to:

- Addressing drainage basin capacity deficiencies with either the construction of a new drainage basin or an expansion of an existing basin;
- Pipeline improvements within a series of trunk sewer service areas;
- Replace existing pumps in two lift stations in the City;
- Replace one force main that is currently 12 inches in diameter with one that is 18 inches in diameter;
- Development of three new water storage facilities (Northeast, Southeast, and Industrial Park Storage Expansion);
- Development of two new water pump stations and an upgrade of one existing pump station; or
- Monitoring of well efficiencies on a frequent basis to adequately manage the groundwater supply.

The City's General Plan has three policies regarding annexations. Policy L15 describes the criteria that must be met when considering an initiation of an annexation. Policy L16 states that the City should "Initiate annexation of County islands when it is found that urban services are needed and can be provided or made available in the near future". Policy L17 states that future proposal must "Prepare and make publicly available a written Plan for Services that describes how urban services will be provided prior to initiating an annexation".

2.5 - Determinations

Determination 2-1 - U.S. Census data indicates that the City had a 2010 population of 53,967, a 2023 population (five-year increment from last Community Survey prediction) of 63,140, and a population projection of 87,429 by 2047, according to population projections from the General Plan.

Determination 2-2 - Based upon recent historical population trends from 2010 to 2015, the average annual growth rate was 0.3 percent for the City of Hanford. Therefore, the current population is trending below the projections of the General Plan.

Determination 2-3 - The City plans for future growth through the implementation of policies and standards set forth in its General Plan. The City's General Plan was updated in 2017 and is a long-range guide for attaining the City's goals within its ultimate service area and accommodating its population growth. The City's General Plan provides a policy base to guide future growth within the City.

Determination 2-4 - The City contains policies in their General Plan that regulate future annexations.

SECTION 3 - DISADVANTAGED UNINCORPORATED COMMUNITIES

3.1 - Overview

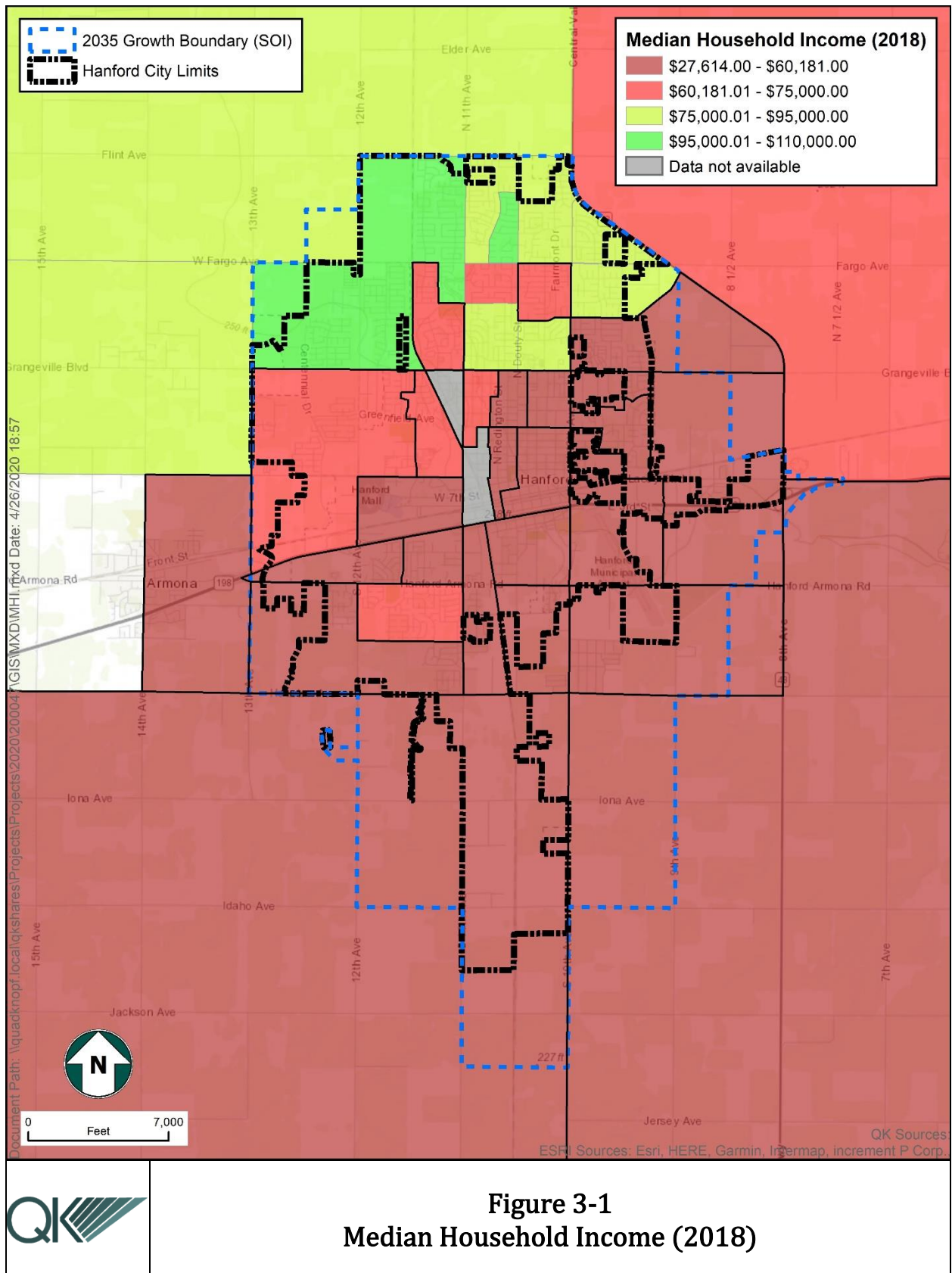
Disadvantaged Unincorporated Communities (DUCs) are defined as inhabited territory (12 or more registered voters) that constitutes all or a portion of a community with an annual median household income of or below \$60,181 which is less than 80 percent of the statewide annual median household income of \$75,227 in 2018 (California Department of Finance, 2018). Communities meeting this financial threshold were specifically identified as an area of concern by Senate Bill 244, adopted into State law in 2011. These communities may also lack essential municipal services such as water, wastewater, or stormwater drainage as they may have been developed prior to infrastructure being installed in proximity to them. Furthermore, structural fire protection may be inconsistent in these areas due to lack of agreements or memorandums of understanding that provide mutual aid from adjacent jurisdictions if there is a need. Kings LAFCo has not adopted a policy or more specific definition of DUCs, therefore, the criteria within State law will be utilized.

Pursuant to State law, LAFCo is required to identify any adjacent DUCs and determine if they should be included within any SOI amendment of an existing city or special district or potentially included during the consideration of any special district formation in the future (California Legislative Information, 2011).

The City of Hanford provides its own potable water service, wastewater, storm drain, and fire and emergency services within its jurisdiction. As it pertains to the previously mentioned services, the County islands primarily rely on the City for those services, with a few exceptions as detailed in Table 1-2. All of the County islands receive services pertaining to water, wastewater, storm drain and fire and emergency services from either private source, the City, or the County.

Outside the city limits, fire protection and emergency service are provided by Kings County. The City of Hanford provides water service to County islands 2 through 7, provides wastewater collection to Islands 2 and 3 through 7. Hanford provides wastewater disposal services to County islands 1 through 6 and 8. Storm drain/Flood Control is provided by the County to all County islands. Furthermore, Home Garden is the only established community receives water and wastewater services from Hanford.

As shown in Figure 3-1, the majority of the area within the bounds of the city limits and SOI has a median household income that is less than 80 percent of the California's median household income or near that threshold. Although these areas are below the median income level, the appropriate services are currently being provided. However, there are several areas outside of the city limits that are below the 80 percent threshold for median household income, including several County islands. All of the County islands are considered inhabited because they have more than 12 registered voters. As identified in Table 1-2, the County islands that do not receive services, shall be determined a disadvantaged unincorporated community. This is one of the reasons why the County islands are proposed for annexation.



As shown in Figure 3-2, Home Garden CSD is the only CSD within the City's SOI. The CSD provides its own potable water services to its residents. Home Garden relies on the City of Hanford for wastewater services and Kings County for police and fire and emergency services.

Therefore, most of the land within the SOI, excluding Home Garden, can be considered as a DUC as their median income is below 80 percent of the statewide average. Furthermore, as some of these neighborhoods receive private water services or maintain their own private wastewater system, they are considered disadvantaged as they do not receive the benefit of having municipal level services. Lastly, fire protection is provided to these areas by the County currently, so they are not disadvantaged with respect to lacking structural fire protection. The Kings County Fire Department serves the unincorporated areas of the County including the four communities of Armona, Home Garden, Kettleman City, and Stratford (Kings County General Plan, 2010).

In addition, there are several parcels outside the western extent of the city limits (within the City's SOI) which may become a DUC as shown in Figure 3-2. This area is near the level of income that can establish them as a DUC, outside of the water, wastewater, and fire and emergency service boundary of the City, and is not within a service provider's boundary.

3.2 - Determinations

Determination 3-1 - There are Census Block Groups within the City of Hanford that have a median household income below \$60,181(80 percent of the statewide median household income).

Determination 3-2 - There are areas currently within the City's SOI that can be considered unincorporated disadvantaged communities due to median household income being below 80 percent of the statewide average.

Determination 3-3 – The community of Home Garden is within the City of Hanford's SOI and currently provides potable water service. Wastewater service is provided by the City and fire and emergency protection services from Kings County. These areas would only be considered disadvantaged based on income, not from a service delivery standpoint.

Determination 3-4 – There are areas within the SOI that currently receive water and/or sewer through private facilities, such as wells and septic tanks, while receiving fire and emergency protection services from Kings County and are below the 80 percent threshold of medium household income. These areas would be considered disadvantaged from a service delivery and an income standpoint and should be evaluated on a case by case basis when there is a neighborhood of 12 or more registered voters that could be included in a future annexation, per State law.

Determination 3-5 – Areas designated as having potential to become a DUC should be monitored and reviewed during the next municipal service review for the City.

SECTION 4 - CITY OF HANFORD SERVICE REVIEW

4.1 - Present and Planned Capacity of Public Facilities and Adequacy of Public Services, Including Infrastructure Needs or Deficiencies

The purpose of this section is to evaluate the infrastructure needs and deficiencies of the City of Hanford in terms of availability of resources, capacity to deliver services, condition of facilities, planned improvements, service quality, and levels of service.

LAFCo is responsible for determining that an agency requesting an SOI amendment is reasonably capable of providing needed resources and basic infrastructure to serve areas within the City and its SOI. It is important that these findings of infrastructure and resource availability are made when revisions to the SOI and annexations occur. LAFCo accomplishes this by evaluating whether resources and services are being expanded in line with increasing demands.

4.1.1 - CAPITAL IMPROVEMENT PLAN (FISCAL YEARS 2020 TO 2024)

The City's five-year Capital Improvement Plan (CIP) involved collaboration by the Engineering and Community Development Departments to evaluate the City's capital improvement needs to accommodate the community both now and in the future. The five-year CIP is reviewed annually and includes projects from nine categories: Airport, Industrial Park, Facilities and General Projects, Parks and Recreation, Transportation, Storm Drainage, Wastewater, Water, and Downtown Projects. The largest contribution of funds for Fiscal Year 2019-2020 goes to water projects (approximately \$3.48 million or 34 percent of total CIP budget)(City of Hanford, 2020).

Table 4-1
Capital Improvement Plan Funding Breakdown by Category

Project Category	Project Funding	Overall Percentage
Facilities and General Projects	\$972,500	9%
Parks & Recreation Projects	\$662,000	6%
Transportation Projects	\$2,965,000	29%
Storm Drainage Projects	\$560,950	6%
Wastewater Projects	\$220,000	2%
Water Projects	\$3,480,000	34%
Downtown Projects	\$140,000	1%
Airport Projects	\$1,160,000	11%
Industrial Park Projects	\$175,000	2%
Total	\$10,335,450	100%

Source: City of Hanford - Capital Improvement Plan - Fiscal Years 2020 to 2024

Current and potential projects are listed by project title and funding source. In the event of budget shortfalls, there is not a guiding policy that indicates how priorities would be derived. The development of clear policies and quantifiable goals for the CIP would aid in its development of clear, justified projects and allow for year to year evaluation to determine the effectiveness of the CIP for staff, elected officials, and the public. The City has adopted some policies for the general budgeting process as well as adopted some visioning principles in the General Plan. The establishment of benchmarks and/or performance indicators would allow for the City to hold itself accountable on its progress and implementation of the adopted CIP.

Determinations

Determination 4.1.1-1 – The City annually adopts a Capital Improvement Plan that identifies key capital projects that are needed to enhance services to residents.

Determination 4.1.1-2 – The Capital Improvement Plan could include milestones, performance indicators and/or specific goals consistent with the visioning principles of the General Plan to benchmark its progress in achieving specific levels of service for its residents.

4.1.2 - WATER

Summary of Prior MSR Findings

The 2007 MSR identified that Hanford relies completely upon groundwater for its domestic use, and the City was operating 19 groundwater wells. The groundwater basin underlying the City is the Tulare Lake Basin, which is part of the Tulare Hydrologic Region within the San Joaquin Valley. The total storage capacity of the subbasin is 17,100,000 acre-feet to a depth of 300 feet and 82,500 acre-feet to the base of fresh groundwater.

At the time of the previous MSR, the City had just updated the Water Master Plan in February 2006. That Master Plan identified the 1995 Level Overdraft for the Tulare Lake Region at 820,000 acre-feet. According to the Master Plan, groundwater overdraft is expected to decline to 670,000 acre-feet during the 2020 average and drought years.

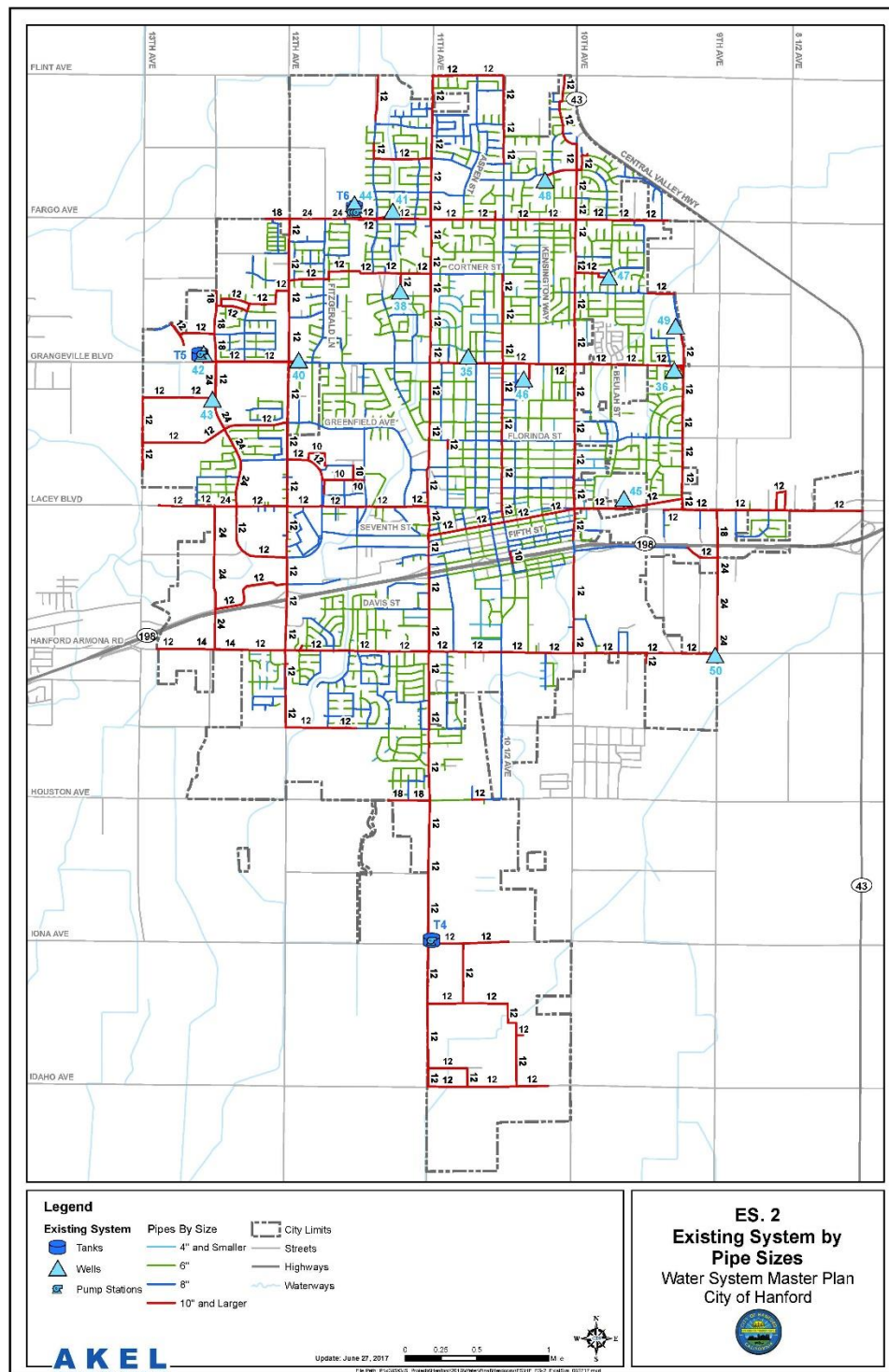
The Federal Arsenic Minimum Containment Level of 0.010 milligrams per liter was established by the United States Environmental Protection Agency (EPA) and went into effect in January of 2006. At that time of the previous MSR, the City of Hanford had received a Notice of Violation from the California Department of Health Services informing the City that five of their wells do not comply with the new Federal Arsenic MCL. The non-compliance notice did not require termination of the use of the identified wells but did require the City to provide quarterly monitoring reports and public notice of non-compliance. When the previous MSR was published, the City's water system and water quality were in compliance with the new Federal Standards. The City implemented a plan for reducing arsenic in its groundwater supply system.

The City's municipal water system pumping capacity was 24,455 gallons per minute or 35.2 million gallons a day according to the 2005 Urban Water Management Plan. The total storage capacity was 2.8 million gallons (Kings County LAFCo, 2007).

Current Conditions

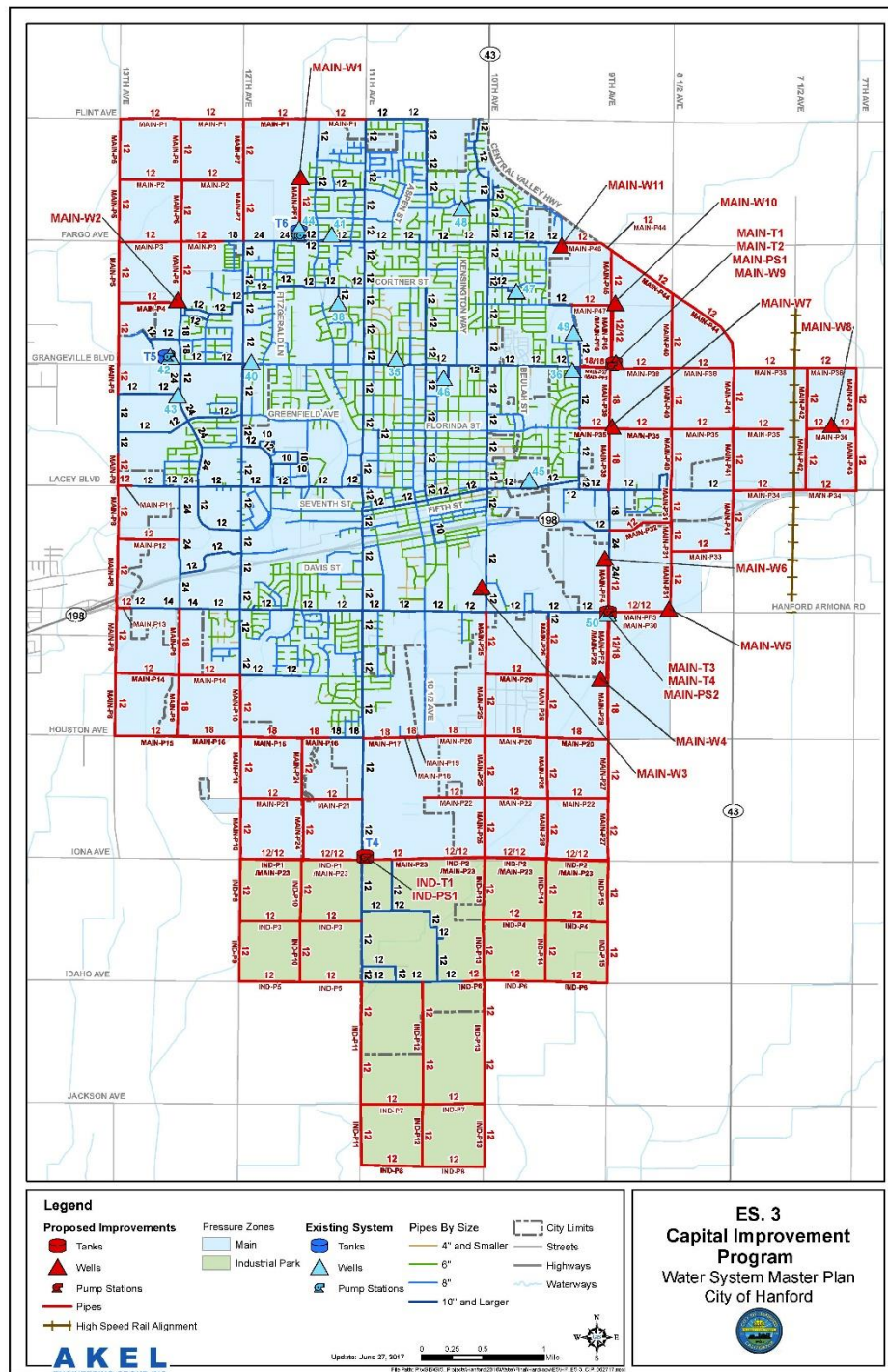
The City completed an updated Water System Master Plan in 2017 that updated much of the information identified in the prior 2007 MSR. Figure 4-1 shows the extent of the existing water system. Figure 4-2 shows the planned system intended to serve the entire area planned for growth in the General Plan.

The City's municipal water system currently consists of 14 active groundwater wells, three storage reservoirs that have a cumulative capacity of 3.5 million gallons, 217 miles of distribution pipelines, and fire hydrants (City of Hanford, 2017). The City's generally flat topography slopes from the northeast to the southwest from approximately 255 feet in the northeast to approximately 225 feet in the southwest. With this generally flat topography, the City operates two pressure zones, with the primary pressure zone covering areas north of the Kings Industrial Park and the remaining pressure zone serving the Kings Industrial Park, located south of Iona Avenue.



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Figure 4-1
Hanford Existing Water System



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Figure 4-2
Hanford Proposed Buildout of Water System

The City continues to use groundwater as the sole source of water supply. The City's current total rated supply is 34.9 million gallons per day (mgd). Consistent with the system performance and design criteria the firm capacity was calculated as the capacity with the largest well out of service and is equal to 32 mgd. Each tank is briefly discussed in the following:

- Tank 4 is a 0.5 MG ground level steel storage tank at the intersection of 11th Avenue and Iona Avenue that serves the Industrial Park to satisfy normal domestic demands plus fire flows. The tank is filled from the Main Pressure Zone through an altitude valve connected to a 12-inch pipeline on 11th Avenue. Booster pumps supply the Industrial Park Pressure Zone from the tank, maintaining a downstream pressure of approximately 80 psi. The tank can be bypassed to serve the Industrial Park Pressure Zone in the event of an emergency or for normal tank maintenance.
- Tank 5 is composed of two interconnected 1.0 MG ground level steel storage tanks at the intersection of Grangeville Boulevard and Centennial Drive that serve the Main Pressure Zone to satisfy normal domestic demands. The tanks are directly filled from Wells 40, 42, 43, which are controlled by SCADA to maintain set levels within the tanks. Booster pumps supply the Main Pressure Zone from the tanks and are controlled by SCADA to turn on and off based on specific downstream pressures.
- Tank 6 is a 1.0 MG ground level steel storage tank at the intersection Fargo Avenue and the BNSF railroad that serves the Main Pressure Zone to satisfy normal domestic demands. The tank is filled from wells 41 and 44, which are controlled by SCADA to maintain set levels within the tanks. Booster pumps supply the Main Pressure Zone from the tanks and are controlled by SCADA to turn on and off based on specified downstream pressures.

Future storage requirements were identified based on the City's anticipated development through the horizon of the Master Plan. The Master Plan describes future domestic water demands and identifies operational fire storage requirements for each zone. The total required storage for future domestic water demand is 6.1 million gallons; the total capacity is currently 5.84 million gallons. The Water Master Plan describes three proposed storage reservoirs (Northeast Storage Facility, Southeast Storage Facility, and the Industrial Park Storage Expansion) that are planned to increase storage capacity to meet the future demand.

The 2013 maximum day and peak hour demands at 100 percent occupancy are calculated at 21.1 mgd and 30.2 mgd, respectively. The projected total maximum day demand and peak hour demand for the buildout of the Planned Area Boundary at 100 percent occupancy are 38.5 mgd and 55.0 mgd, respectively. Water demands vary with time of day and by account type according to the land use designation. These fluctuations were accounted for in the modeling effort and evaluation of the water distribution system. Daytime demand patterns affect the water levels in storage reservoirs and amount of flow through distribution mains. A daytime curve was used to model the demand patterns of existing customers. The peaks in the daytime pattern match the peaking factors recommended in the Master Plan.

The costs identified within the Water Master Plan are described in the Capital Improvement Program. In total, the CIP includes approximately 70 miles of pipeline improvements, 11 new wells, five new storage reservoirs, and three new booster stations, with a project cost totaling over \$95.2 million (City of Hanford, 2017).

As described in the last MSR, the City's groundwater supply has one water quality constituent that has historically required mitigation measures to ensure the supply is not limited, which is arsenic. Arsenic is concentrated in the clay strata beneath the City, and hydrogen sulfide, which may cause discoloration, adverse taste, and a smell typically compared to rotten eggs. The City has implemented a chlorination program for the water supply, and hydrogen sulfide is no longer considered a water constituent of concern.

Through the preparation of several studies, the City has determined the best methods for reducing the levels of arsenic in their water supply. The City has considered different methods to reduce arsenic concentrations below the maximum contaminant level. Considerations included:

- Abandon high arsenic wells and drill replacement wells with lower concentrations;
- Blend water from wells with higher concentrations with wells of lower concentrations;
- Install well head treatment; and
- Rehabilitate wells that produce water with high arsenic concentrations to a block of strata with low concentrations, producing water low in arsenic.

A non-treatment-based approach was determined to be the most cost effective for the City and was comprised of the following three improvement projects:

- Abandon six shallow wells with low production and high arsenic concentration. Replace the abandoned wells with two wells of a higher production capacity and lower arsenic concentration;
- Abandon and replace three wells that could not be rehabilitated with new wells with higher production capacities and acceptable arsenic conditions; and
- Rehabilitate three deep wells to ensure they only extract groundwater from a zone with lower arsenic concentrations.

Upon the implementation of these arsenic improvement projects, The City's water supply can reliably produce water below the maximum contaminant level for arsenic. Based on the current arsenic levels the long-term reliability of the City's water supply is not affected.

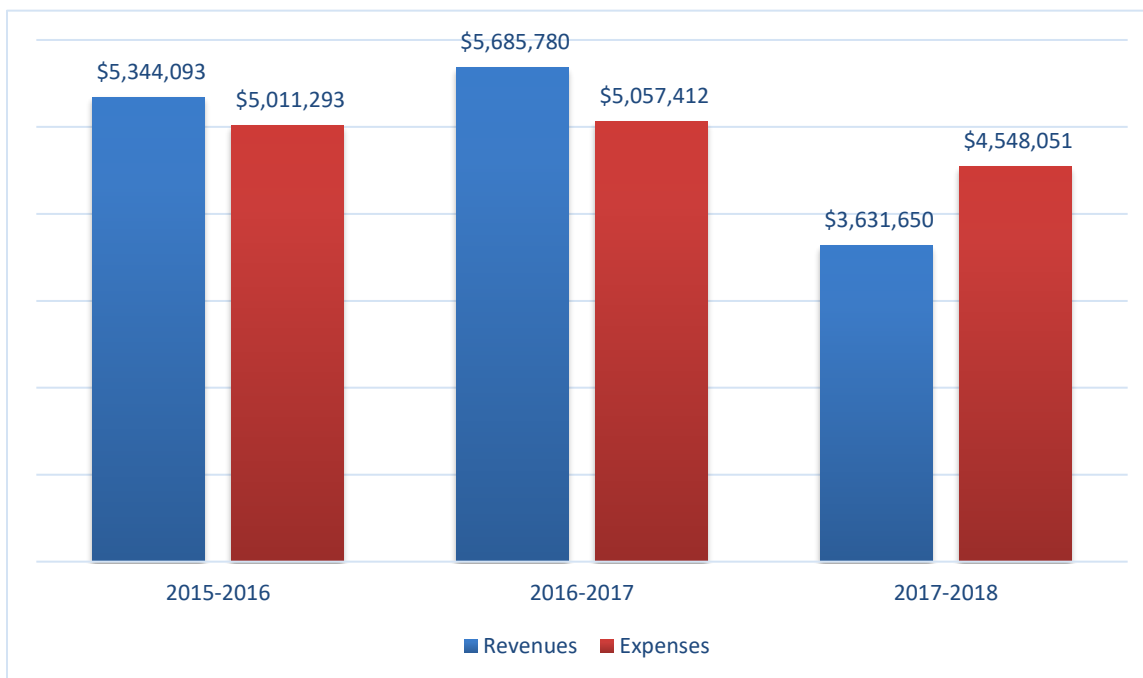
WATER DEPARTMENT FUNDING

Within Public Works, the Water Department revenues are comprised of enterprise funds collected through user fees. As an enterprise fund, this service typically does not impact the General Fund as it generates revenues that can only be used to provide the identified service, in this case water delivery and supply. Revenue budgeted for water utility related activities

total \$5.61 million in 2018-19, a decrease of approximately 1.3 percent under the prior year's actual revenues.

As shown in Chart 4-1, the revenues of the department often outpace expenses in order to fund capital projects. Since the water utility operates as an enterprise fund, the department is not dependent on General Fund and special revenues (City of Hanford, 2020).

Chart 4-1
Water Department Revenues and Expenditures (Maintenance and Operations)¹



SOURCE: CITY OF HANFORD 2020 **ABILITY TO SERVE ANNEXED POPULATION**

The City currently supplies and distributes water to six of the eight County islands proposed to be annexed. The population of the other two islands that currently use private wells is 57. Were the City to annex the islands, it would need to strategize a way to provide water to 57 more residents.

The City's Water System Master Plan sought to plan for the future population of Hanford, with an anticipated 2035 population of 90,000 (City of Hanford, 2017). The predicted 2018 population according to the Master Plan was 60,538, which is 3,628 more than the actual population according to the American Community Survey. Given the difference between planned and actual population, the addition of the 57 residents to the water system is more

¹ The values illustrated in the chart are the gross values from the FY 2019-2020 Budget. These values represent an accurate portrayal of the departments solvency due to the municipality balancing the department's budget, also known as a "zero sum budget". All other charts in this document follow this same format.

than feasible if the City achieves the proposed goals of the Water System Master Plan to account for its anticipated future population.

Determinations

Determination 4.1.2-1 – The City operates a municipal water enterprise that services its residents.

Determination 4.1.2-2 – The City has completed and adopted a Water System Master Plan in September 2017 to better identify and improve operations of the water system and plan for future needs of the City in accordance with population projects.

Determination 4.1.2-3 – The City should monitor the well efficiencies on a frequent basis to adequately manage the groundwater supply.

Determination 4.1.2-4 – The City would be able to adequately serve the increased population of 57 residents, were the City to annex the County islands.

4.1.3 - WASTEWATER

Summary of Prior MSR Findings

The 2007 MSR identified that the City has the ability to discharge up to eight million gallons per day of treated wastewater effluent. The Wastewater Treatment Facility (WWTF) is a two-stage trickling filter and extended aeration facility that was originally constructed in 1948 (Kings County LAFCo, 2007). Five upgrades and expansions have occurred since then, the most recent of which was in 2004.

The City initiated a program to ensure long-term reuse for treated disinfected wastewater for agricultural purposes and recharge of groundwater supplies for agriculture. The City has obtained a “Master Reclamation Permit” from the California Regional Water Quality Control Board for this purpose. Approximately 70 to 80 percent of the influent to the wastewater facility is reused for agricultural irrigation as allowed under the Regional Water Quality Control Board’s Master Reclamation Permit. Effluent is used to irrigate crops on privately owned land.

Hanford’s system includes 8” to 30” pipes with 12” mains laid out on an approximate one-mile grid. Expansion will involve continued looping of lines and expansion of fire flow response facilities. The City has determined that there are few system constraints for future development.

Current Conditions

The City most recently updated their Sewer System Master Plan in 2017. The planning boundary and horizon for the Master Plan were developed in accordance with the City’s recently adopted General Plan. The Master Plan takes into consideration the population growth of the city, and documents growth assumptions and known future developments (City of Hanford, 2017).

The City’s wastewater treatment plant treats nearly 1.9 billion gallons of sewage each year. The most recent expansion upgrade in 2004 increased the treatment capacity from 5.5 to 8.0 million gallons a day, allowing the plant to serve the equivalent of over 8,000 new single-family dwellings. The expansion included a new influent pump station, head works, grit removal, oxidation ditch, and irrigation pump station, as well as several modifications to existing buildings and structures (City of Hanford, 2017).

The new irrigation pump station allows the City to discharge secondary treated disinfected effluent to Lakeside Ditch Company for crop irrigation of over 10,000 acres through a reclamation permit issued by the Regional Water Quality Control Board. City staff is currently in the process of developing a new long-term reclamation project agreement with Lakeside Ditch Company.

In an effort to control the high cost of effluent sludge storage and disposal, the City has budgeted to purchase a solid dewatering system, otherwise known as a centrifuge unit. This

facility will reduce the need for additional drying beds in the future. Drying time and processing the sludge will be reduced by removing liquid before final drying in the existing sludge beds. This process will allow the City to produce a Class A sludge for disposal at a licensed composting facility (City of Hanford, 2017).

The City completed an updated Sewer System Master Plan in 2017 that addressed many of the action items identified in the prior 2007 MSR. Figure 4-3 shows the extent of the existing system. Figure 4-4 shows the planned expansion in the Master Plan and will service the growth anticipated in the General Plan.

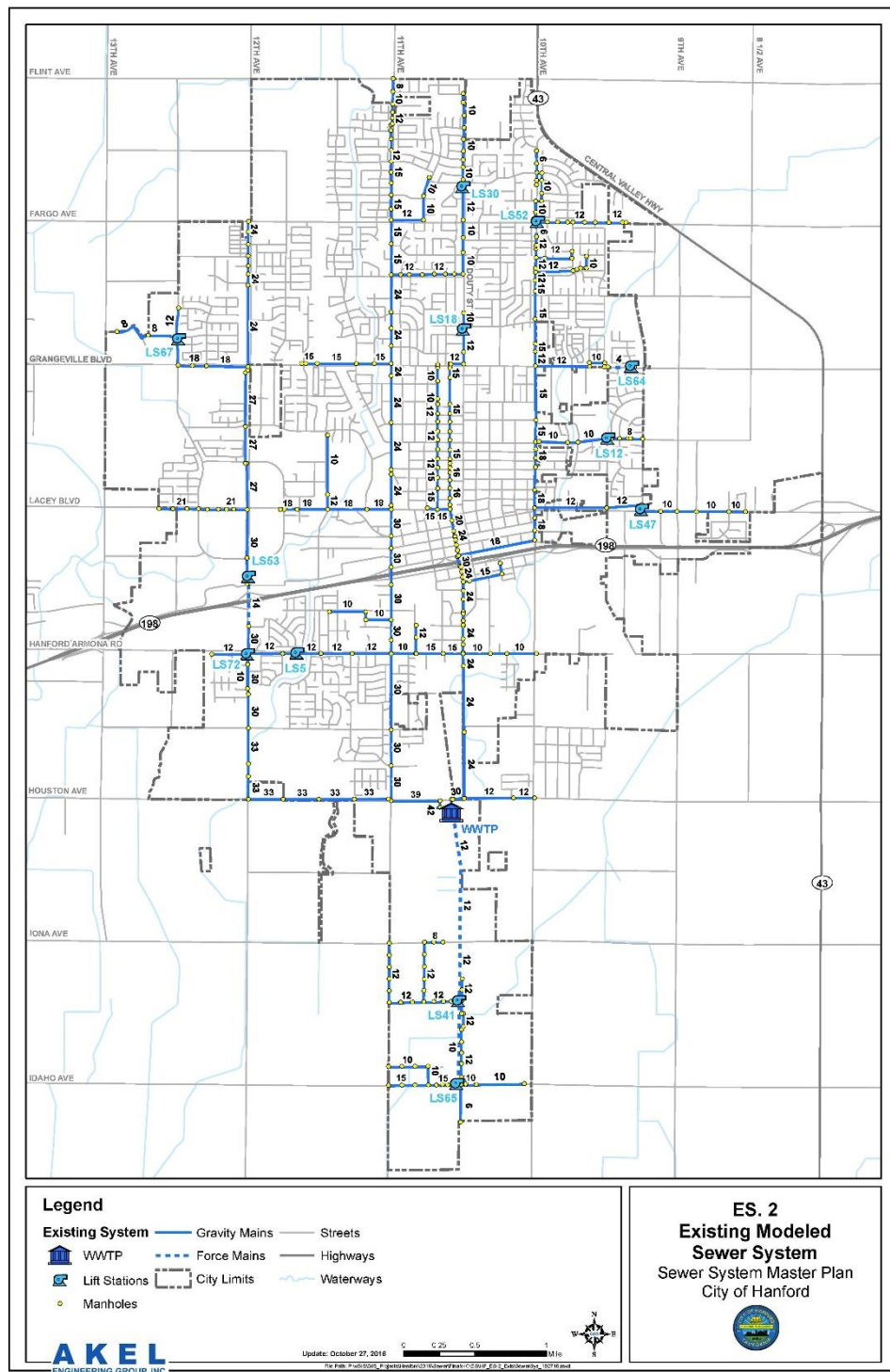
The City's sewer system services residential and non-residential lands within the service area. This service area includes:

- 6,059 acres of developed lands inside the city limits,
- 2,765 acres of undeveloped lands inside the city limits, and
- 265 acres of underutilized lands inside the city limits that are expected to redevelop.

The capacities of pump stations are evaluated and designed to meet the peak wet weather flows with one standby pump having a capacity equal to the largest operating unit. The standby pump provides a safety factor in case the duty pump malfunctions during operations and allows for maintenance.

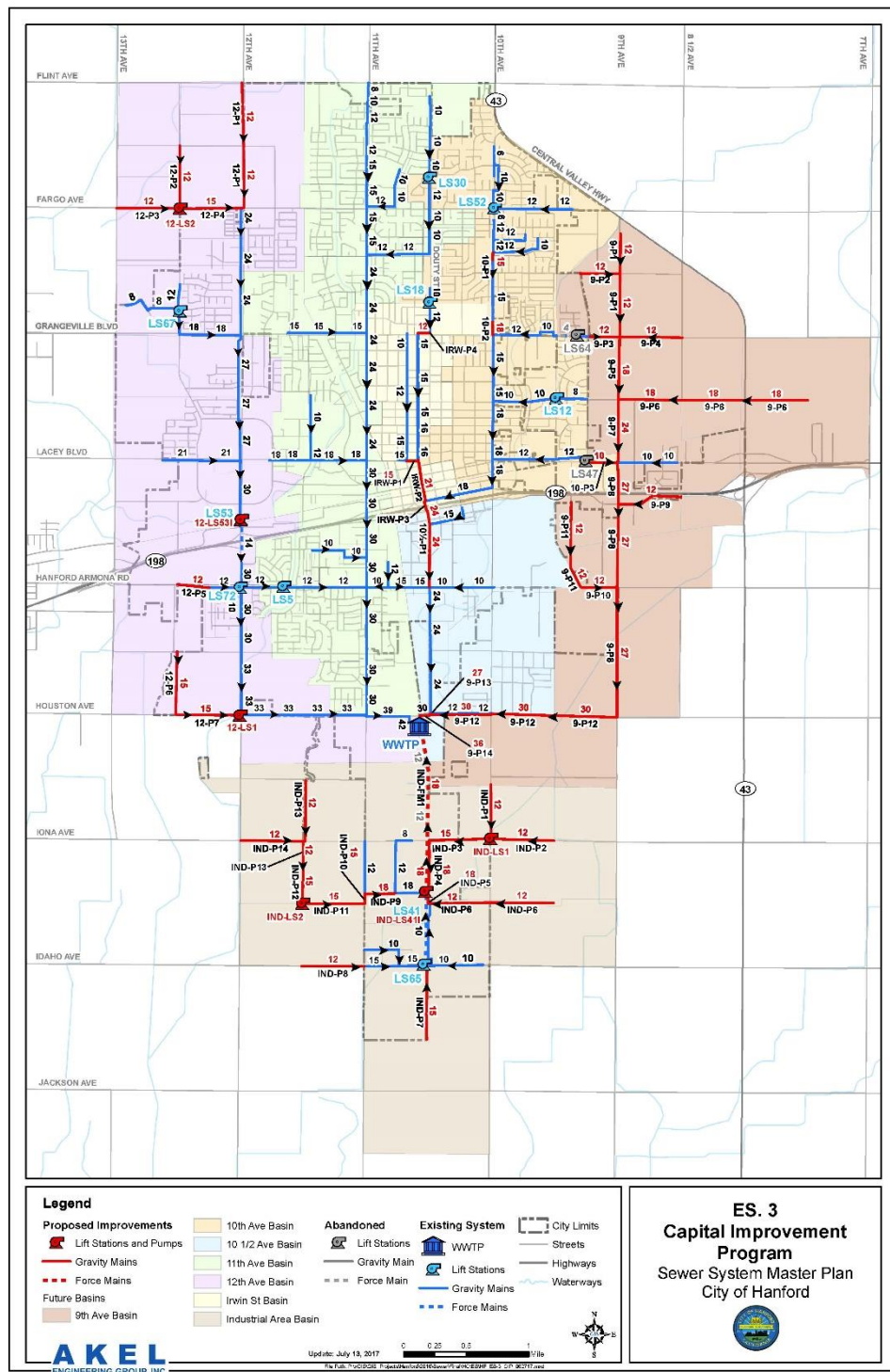
Based on the City's topography, the sewer system is divided into six separate dendritic sewer collection basins, each defining the boundaries of a sewer collection trunk system. The following are the six major wastewater collection basins:

- The 10th Avenue Collection Basin encompasses 3,023 acres in the northeast portion of the City. This basin collects flows along 10th Avenue, starting at Encore Drive, where a 10-inch trunk conveys flow south to Lift Station 52, at the Fargo Avenue. Flows are pumped through a 6-inch force main to a 12-inch trunk beginning at Birch Avenue, where flow continues south to Lakewood Drive, where it continues as a 15-inch south to Florinda Street. At Florinda Street, the 15-inch trunk increases in size to an 18-inch trunk and continues along 10th Avenue to Fourth Street, where it turns west and continues on Fourth Street before joining the 30-inch trunk in Irwin Street.
- The 10 ½ Avenue Collection Basin encompasses 2,954 acres in the east-central part of the City. This basin collects flows generally east of 10 ½ Avenue, between Highway 198 and Houston Avenue. The main trunk begins at the intersection of Fourth Street and Irwin Street, where a 30-inch trunk crossing Highway 198 conveys flow south to a 24-inch trunk at Third Street. The pipe continues south along 10 ½ Avenue until reaching Houston Avenue where it connects a 30-inch trunk. This 30-inch trunk then conveys flow west along Houston Avenue, increasing in size to 36 inches. The 36-inch trunk then increases to a 48-inch diameter trunk at the WWTP property prior to discharge at the headworks.



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Figure 4-3
Hanford Existing Wastewater System



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Figure 4-4
Hanford Proposed Wastewater System

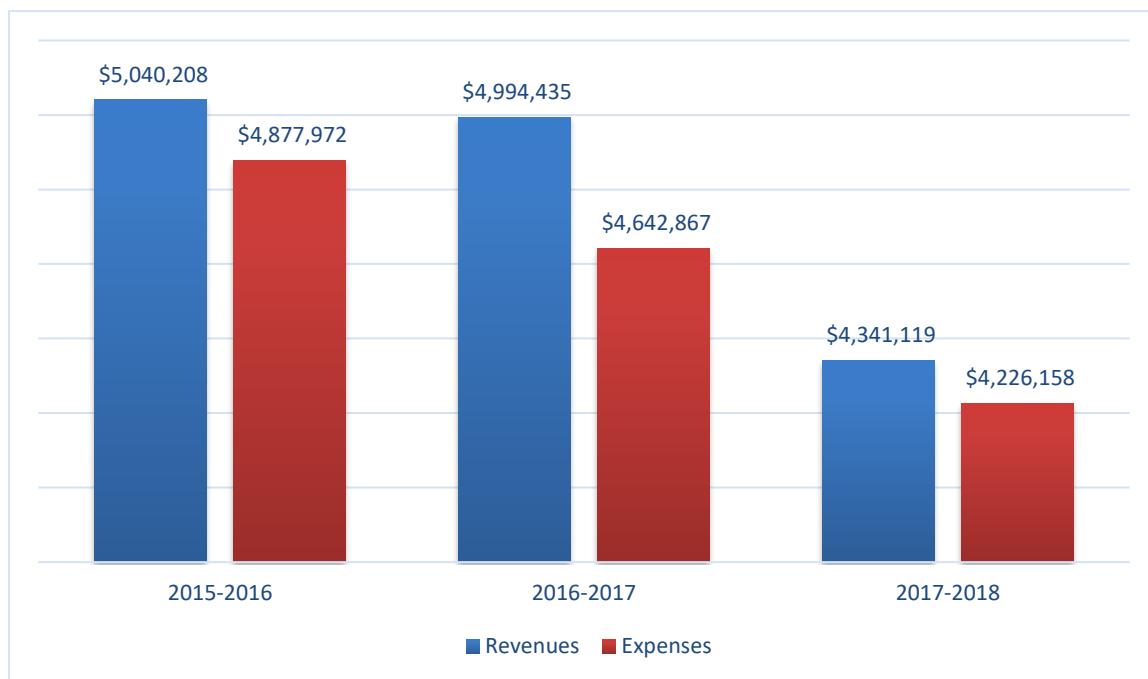
- The 11th Avenue Collection Basin encompasses 3,243 acres in central and north-central Hanford. This basin collects flow generally between 12th Avenue and 10th Avenue, starting at Flint Avenue and conveying flow south to Houston Avenue. Starting at Flint Avenue, flow is collected along 11th Avenue in 8-inch, 10-inch, and 12-inch pipelines before entering a 15-inch at Pepper Drive. Flow continues south in a 15-inch pipeline before increasing in size to a 24-inch trunk at Corner Street. Flow continues south along 11th Avenue before increasing in size to a 30-inch trunk at Lacey Boulevard, where it continues until joining a 39-inch trunk at Houston Avenue, where it continues to the WWTP.
- The 12th Avenue Collection Basin encompasses 4,218 acres in the western part of the City. This basin flows generally between 13th Avenue and 12th Avenue, starting at Fargo Ave and continuing south until the City WWTP. Starting at Fargo Avenue flow is collected along a 12th Avenue in a 24-inch trunk before increasing in size to a 27-inch trunk at Grangeville Boulevard. Flow continues in a 27-inch trunk south along 12th Avenue until increasing in size to a 30-inch trunk at Lacey Boulevard, where it continues to Lift Station 52 at Glendale Avenue. Flows are pumped through a 14-inch force main to Hayden Avenue, where it transitions to gravity flow in a 30-inch trunk and continues south to Hume Avenue. From Hume Avenue, flows continue south along 12th Avenue in a 33-inch trunk before turning west at Houston Avenue, where it continues to 11th Avenue. At 11th Avenue, the trunk diameter increases in size to a 39-inch, before continuing to the WWTP.
- The Irwin Collection Basin encompasses 670 acres in the central portion of the City. It is bound to the north by Terrace Drive and to the south by Third Street. The basin is generally bound to the east and west by the 10th Avenue and 11th Avenue, respectively. Starting at Terrace Drive flow is collected in a 12-inch trunk before increasing in size to a 15-inch trunk at Grangeville Boulevard. Flow continues south along Irwin Street in a 16-inch trunk at Ivy Street, which continues south to Lacey Boulevard. At Lacey Boulevard, the trunk diameter increases to a 20-inch for a short distance, before once again increasing in size to a 24-inch trunk north of Sixth Street. Flows continue south and combine with the 10 ½ Avenue collection basin at Fourth Street.
- The Industrial Area Collection Basin encompasses 4,131 acres in the southern portion of the City. This basin is bound to the north by Houston Avenue and to the south by Jackson Avenue, respectively. 12th Avenue and 9th Avenue serve as the western and eastern limits of this basin. Flows are generally conveyed by gravity along Idaho Avenue in 8-inch, 10-inch, and 15-inch gravity trunks before being conveyed to Lift Station 65, where they are pumped through a 10-inch force main to Lift Station 41. Additional flows are collected along Industry Avenue and BNSF railway and conveyed by gravity in 10-inch, 12-inch, and 15-inch trunks to Lift Station 41. Flows from tributary to Lift Station 41 and pumped from Lift Station 65 are combined at Lift Station 41, where they are pumped through a 12-inch force main to the WWTP.

The City currently maintains 21 lift stations in the sewer collection system. The oldest lift station was built in 1959, and the most recent station was built in 2004. The lift stations are operated to turn “on” or “off” based on the levels in their wet wells.

SEWER DEPARTMENT FUNDING

Within Public Works, the Sewer Department revenues are comprised of enterprise funds collected through user fees. As an enterprise fund, this service typically does not impact the General Fund as it generates revenues that can only be used to provide the identified service, in this case sewer service. Revenue budgeted for wastewater utility related activities total \$4.41 million in 2018-19, an increase of approximately 41.9 percent over the prior year’s actual revenues.

Chart 4-2
Sewer Department Revenues and Expenditures



Source: City of Hanford 2020

As shown in Chart 4-2, the department revenues have outpaced expenses in the past. The department is aware of the decline in revenue, however, the department is expecting to have sufficient funds to meet their expenditures going forward, which is supported by a solvent rate structure. Since the wastewater utility operates as an enterprise fund, the department is not dependent on General Fund and/or special revenues (City of Hanford, 2020).

ABILITY TO SERVE ANNEXED POPULATION

The City currently provides wastewater collection service to five of the eight County islands proposed to be annexed and provides wastewater disposal to seven of the eight County islands proposed to be annexed. The population of the three islands that have private wastewater collection is 367, and the population of the one island with private wastewater disposal is 109. If the City were to annex the islands, it would need to strategize a way to provide wastewater collection and disposal for an additional 476 persons.

The City's Sewer System Master Plan sought to plan for the future population of Hanford, with an anticipated 2035 population of 90,000 (City of Hanford, 2017). The predicted 2018 population according to the Plan was 60,538, which is 3,628 more than the predicted population per American Community Survey. Given the difference in estimated population, the addition of 476 residents for wastewater collection and disposal is feasible if the City achieves the proposed goals of the Sewer System Master Plan.

Determinations

Determination 4.1.3-1 – The City operates a municipal sewer enterprise that services its residents.

Determination 4.1.3-2 – The City has completed and adopted a Sewer System Master Plan in September 2017 to better identify and improve operations of the water system and plan for future needs of the City in accordance with population projects.

Determination 4.1.3-3 – The City would be able to adequately serve the increased population of 476 residents who do not already receive either wastewater collection or disposal services from the City were the City to annex the County islands. The level of service will be adequate if the City achieves its proposed goals of the Sewer System Master Plan.

4.1.4 - FIRE PROTECTION

Summary of Prior MSR Findings

Fire suppression services were reviewed by LAFCo in 2007 as part of the comprehensive MSR. The City of Hanford provides fire protection services to all the incorporated area. Since the adoption of the last MSR, a new fire station was built in 2019. The previous MSR described future capital improvements to include the construction of two additional fire stations (Stations 3 and 4 on the western portion of Hanford, and the addition of 18 fire personnel and equipment.

The previous MSR described some benefit in incorporating various departments under one “government center” to facilitate with administrative tasks and coordination. The City coordinates very closely between law enforcement and fire protection.

Current Conditions

The Hanford Fire Department provides emergency and fire protection services for residents and buildings within the city limits. Emergency services provided by the Fire Department include technical rescue, hazardous materials response, emergency medical services, and emergency disaster management.

The mission statement of the Hanford Fire Department is “to protect residents and visitors of Hanford from conditions that would pose a threat of life, environment, and property by utilizing aggressive prevention techniques and, when needed, respond to all emergencies in a safe, swift, and efficient manner” (City of Hanford, 2020). The total call volume for 2018 was 6,378. This includes medical, fire, mutual aids, and other emergency responses. The Hanford Fire Department has a total of 33 personnel (Hanford, 2020).

The General Plan does not establish a goal for a minimum fire insurance services organization (ISO) rating. The Fire ISO rating appraises cities and counties on their fire protection services (ISO rating is on a scale of 1 to 10, with 1 being best). The level of fire protection according to Insurance Services Office Inc., is 2 (The Sentinel, 2016).

FACILITIES AND INFRASTRUCTURE

The City has three fire stations. Station 1 is located at 350 W. Grangeville Boulevard, Station 2 at 10553 Houston Avenue, and Station 3 at 1070 South 12th Street. Station 3 is the most recent one, built in 2019. Hanford owns an additional two sites designated for future fire stations. The first future station is planned at Centennial Drive and Berkshire Lane in the city’s northwest quadrant. An eastside fire station is also planned at 9 ¼ Avenue and Florinda street.

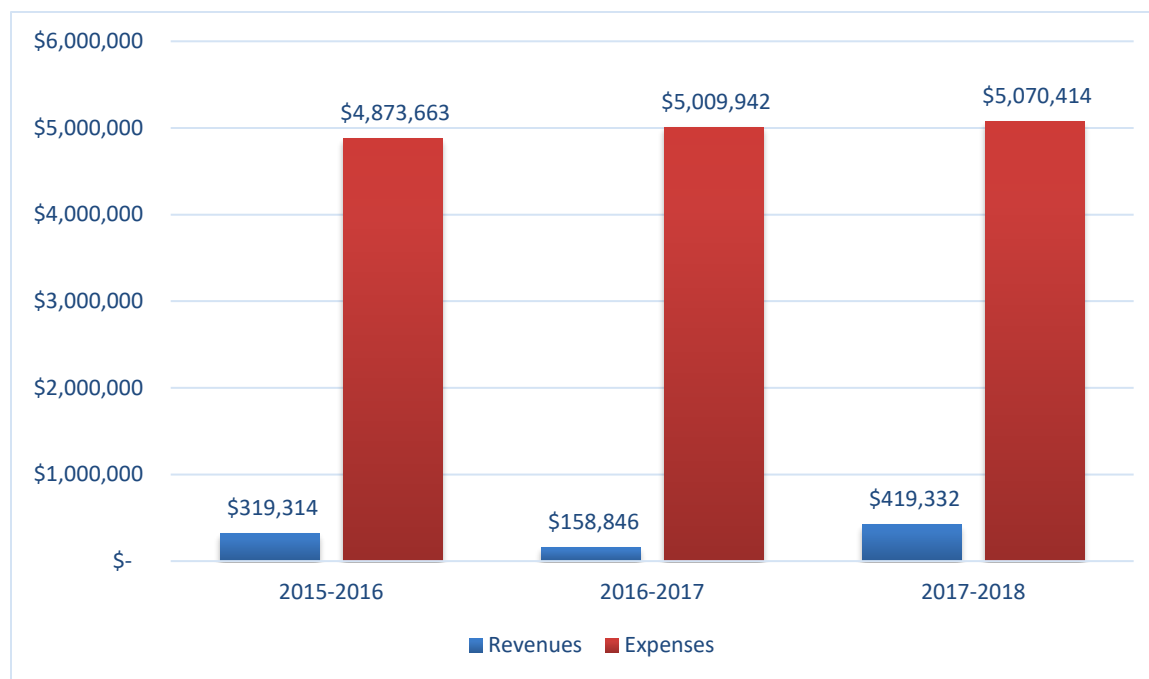
The current facilities were not identified as having any deficiencies during the last MSR cycle that reviewed the Fire Department infrastructure. In the Fiscal Year (FY) 2020-24 Capital

Improvement Plan (CIP) Budget, the CIP did not identify any major projects pertaining to the Fire Department facilities and its needs.

FIRE DEPARTMENT FUNDING

The Fire Department revenues are comprised of the General Fund, Grants, and Fire Department Service Fees, among other miscellaneous things. Ninety-seven percent of the budget of the Fire Department is for Fire Administration, and three percent is for Fire Prevention (City of Hanford, 2020). Revenue budgeted for the Fire Department totals \$530,500 in 2018-19, an increase of approximately 26.5 percent over the prior year's budget.

Chart 4-3
Fire Department Revenues and Expenditures



Source: City of Hanford 2020

As shown in Chart 4-3, the department is not a revenue generating department and is largely dependent on General Fund and special revenues. Of all expenditures citywide, the Fire Department comprises 7.4 percent of total expenditures (California State Controller's Office, 2018).

ABILITY TO SERVE ANNEXED POPULATION

The County is currently responsible for emergency and fire protection of the eight County islands proposed to be annexed. The population of these islands is 1,293. Were the City to

annex the islands, it would need to strategize a way to provide emergency and fire protection to the 1,293 new residents.

The City's current ISO rating is 2 (ISO rating is on a scale of 1 to 10, with 1 being best). Due to the City's ability to provide such services to its current population, there is no evidence indicating that the addition of 1,293 residents would be too great for the City to adequately serve. According to the Memorandum of Understanding, signed between the City of Hanford and the County of Kings in 2019, the mutual aid agreement between the fire services executed by the City and the County will not be amended. The City continues to be able to use the County's fire services in times of need, therefore the overall fire service capacity will not be affected.

Determinations

Determination 4.1.4-1 – The Hanford Fire Department provides emergency and fire protection services for residents and buildings within the city limits. Emergency services provided by the Fire Department include technical rescue, hazardous materials response, emergency medical services, and emergency disaster management.

Determination 4.1.4-2 – The City provides fire services through the use of General Fund, service fees, and other miscellaneous funds.

Determination 4.1.4-3 – The City did not have any facility upgrade projects listed in the most recently CIP.

Determination 4.1.4-4 – The City should continue to program repairs to existing facilities and continue plans for the construction of a fourth and fifth fire station in order to meet the needs of staff in order to provide a level of service acceptable to residents.

Determination 4.1.4-5 – The City should establish, maintain, and monitor a set of level-of-service criteria for fire protection services as a tool to assess the ability of the City to service growth.

Determination 4.1.4-6 – The City would be able to adequately serve the increased population of 1,293 residents, were the City to annex the County islands, due to the continued mutual aid agreement with the County.

4.1.5 - LAW ENFORCEMENT

Summary of Prior MSR Findings

Police and law enforcement services were reviewed by LAFCo in 2007 as part of the comprehensive MSR. At the time of the last MSR, the City of Hanford Police Department consisted of 71 full time personnel including forty-nine uniformed officers, and 22 non-sworn personnel. Most crimes in the City are property-oriented (i.e. theft and vandalism). The City standard for police per population is 1.5 officers per 1,000 populations. Indicator of service levels and the need for new personnel and facilities are provided by analysis of the number of service calls, response times, and population growth.

At the time of the last MSR the department provided police services to the City with 22 full time officers patrolling 29.5 square mile area 24 hours a day, seven days a week. In 2002, the department reorganized its command staff, and this change was considered to help facilitate supervision, customer service, and program accountability. At the time of this MSR there were no plans for capital improvements for additional services. The City was planning for a new police station by 2010.

Current Conditions

According to the City's General Plan Background Report, the Hanford Police Department's actual average response times are 6:30 minutes for Priority 1 Incidents with an average of 32 Priority 1 Incidents per day and a response time of 17:19 minutes for all incidents with an average of 144 incidents per day. The department seeks to maintain a response time of less than 2:30 minutes. The Hanford Police Department dispatches both for police and fire services (City of Hanford, 2014).

The new police station that the last MSR described has not yet been built. The current 8,600-square foot police station on Irwin Street was built in 1976, with a projected 20-year life span. It is now in its 44th year. The Hanford Police Department has had to expand its operation into several vacant buildings that required renovations. Buildings added to the City of Hanford's Police Department are the new Records Building, the Specialty Units Building, the Evidence Building, the two-story investigations building, and a new national guard armory that will house special police unit equipment. These expansions have all occurred in that last 10 years, according to the Police Department Chief Parker Sever (Sever, 2020). Considering these expansions, the Police Department does not forecast the acquisition and development of a new police station. Additionally, the department faces increased calls for service caused in part by AB-109 prison realignment and growing problems with gangs and drugs. Hanford's population continues to grow, as does the calls for service. In 2013, despite the growing need, the number of sworn officers was reduced from 57 to 55 (City of Hanford, 2014).

In 2020, the number of sworn officers is 62 which makes for a ratio of 1.09 police officers per 1,000 residents (assuming a total population of 56,910 residents per the American Community Survey of the U.S. Census). According to the City's General Plan, for cities with a

population the size of Hanford that are no surrounded by larger urban areas, a ratio of 1.1 to 1.2 sworn officers per 1,000 residents is typically employed.

FACILITIES AND INFRASTRUCTURE

The Police Department facility maintains its location at 425 North Irwin Street. This facility is also in close proximity to the Hanford Civic Auditorium and the Veteran's Memorial Building.

As stated before, the Hanford Police Department has identified upgrades to its police station. In the FY 2020-2024 Capital Improvement Plan (CIP) Budget, the CIP identified a "Police Department Parking Lot Expansion" project, with a budget of \$30,000. The source of the funding is the Police Department impact fee (City of Hanford, 2019).

CRIME STATISTICS

Crime statistics for the City were obtained from the Federal Bureau of Investigation, Crime in the United States database and are shown in Table 4-2 below.

Table 4-2
Number of Crimes Known by Hanford Police Department

Category	2015	2016	2017	2018
Violent Offenses	315	266	284	274
Murder	1	2	2	2
Rape	23	21	28	32
Robbery	58	44	54	41
Aggravated Assault	233	199	200	199
Property Crime	2,012	1,496	1,359	1,264
Burglary	275	222	197	145
Larceny Theft	1,504	1,059	916	945
Motor vehicle Theft	233	215	246	174
Arson	5	7	21	7
Total	4,659	3,531	3,307	3,083

Source: Federal Bureau of Investigation, Crime in the United States,
<https://ucr.fbi.gov/crime-in-the-u.s>

Despite the growing population of the City, the total number of crimes has been going down in number since 2015. In comparison with California as a whole in 2018, violent crimes are about the same as the State average, and property offenses in Hanford are actually slightly lower than the State average (per 1,000 residents).

Table 4-3
Comparison of Crimes per 1,000 Residents (2018)

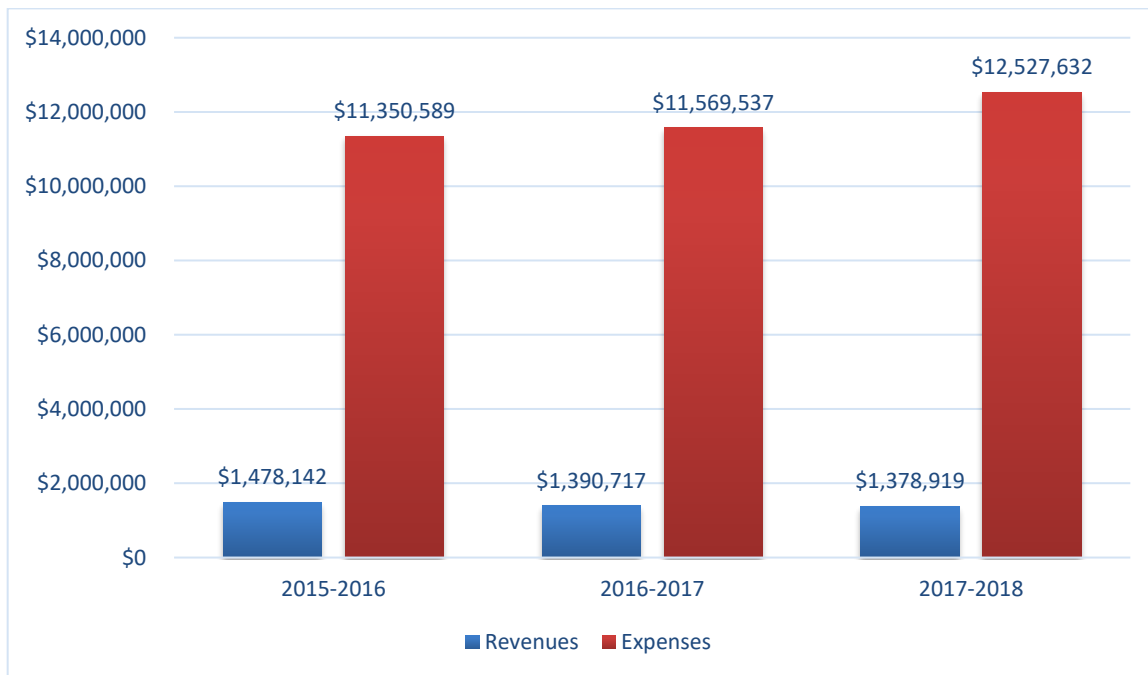
Category	Hanford	California
Violent Offenses per 1,000 residents	4.2	4.5
Property Offenses per 1,000 residents	22.2	23.8

Source: Federal Bureau of Investigation, Crime in the United States, <https://ucr.fbi.gov/crime-in-the-u.s>

POLICE DEPARTMENT FUNDING

The Police Department revenues are comprised mostly of General Fund. Some other sources of revenue are various grants, court fines, and “miscellaneous revenue” as defined in the budget (City of Hanford, 2020). Expenses for police programs in 2018-19 was approximately \$13.0 million. There has not been a large increase or decrease in Police Department expenses and revenues for the past few years.

Chart 4-4
Police Department Revenues and Expenditures



Source: City of Hanford 2020As shown in Chart 4-4, the department is not a revenue generating department and is largely dependent on General Fund. Of all expenditures citywide, the Police Department comprises of approximately 66.2 percent of the public safety

expenditures, and approximately 17.6 percent of total expenditures (California State Controller's Office, 2018).

ABILITY TO SERVE ANNEXED POPULATION

The department's current staffing ratio is just shy of what the General Plan determines as adequate. The current ratio is 1.09 officers per 1,000 residents while the General Plan Background Report suggests a ratio of 1.1 to 1.2 is appropriate for similar cities of the size of Hanford. Annexation of the County islands will result in an increase in population of 1,293 persons who will need to be served by the City's Police Department. This would increase the total population to 58,203. The ratio will then be 1.06 officers per 1,000 residents. The Police Department would need to increase its total officers to 65 (hire 3 new officers) to have ratio of 1.1 officers per 1,000 residents.

According to the Memorandum of Understanding between the City of Hanford and County of Kings established in 2019, The County Sheriff's Office will provide police services to the County islands for a two-year period beginning on the date of annexation of the County islands, after which time, the City will be responsible for providing such services in perpetuity. This two-year period gives the City time to hire additional officers to meet the ratio goal of sworn officers to residents.

Determinations

Determination 4.1.5-1 – The City utilizes a variety of financing sources in order to offset the expenditures utilized by law enforcement.

Determination 4.1.5-2 – The Police Department has identified upgrades to its police station and making additions as funding becomes available.

Determination 4.1.5-3 – The City should monitor crime statistics in years immediately following 2018 to determine if there is a need for additional patrol personnel to curtail the increase in crimes.

Determination 4.1.5-4 – The City's current ratio of sworn officers to residents is slightly below the ratio of 1.1 officers per 1,000 population and would be further below this ratio with the increase in population of the annexed areas. The City may need to hire additional officers or employ other strategies to achieve acceptable levels of service in conjunction with an expansion of its service area with the annexation of the eight County islands within the next two years.

4.1.6 - PARKS AND COMMUNITY SERVICES

Summary of Prior MSR Findings

According to the previous MSR, in 2007 the City of Hanford owned and operated 18 neighborhood parks comprising a total of 36.8 acres. The City's Recreation Department and Parks Division is responsible for operations and maintenance of the City owned parks. Eleven of the City's parks were developed in 2007. The City had three community parks (Centennial Park, Youth Athletic Complex, and Hidden Valley Park). Community parks and sports fields occupy approximately 94.2 acres within the City.

Each of the park sites contained various types of facilities, which are based on the needs of the residents served by the park, park size, and geographic characteristics. Specialized recreational facilities (e.g., tennis courts, swimming pool, ball fields) exist at seven of the City's facilities. The most common specialized facilities are lighted ballfields.

Current Conditions

According to the Human Resources Department in 2020, the Hanford Parks and Recreation Department is comprised of 26 full-time employees and 42 part-time employees. These numbers include Parks and Community Services Department employees. The departmental responsibilities include maintaining the aesthetic and recreational value of over 229.17 acres of property including parks, landscaped street medians, athletic fields, the City's urban forest, and other landscaped areas; constructing streetscape enhancement improvements within the downtown area; coordinating the City's annual Tree City U.S.A. recertification program; administering contracts and inspecting maintenance for 40 landscape assessment districts; and performing playground safety inspections and upgrading existing playgrounds. (City of Hanford, 2020).

According to the Hanford Parks, Recreation, and Open Space Master Plan of 2020, the City has 299.70 acres of parkland. This consists of approximately 154 acres of City owned parkland, 40 acres of sports complex provided at Soc-Com, and 50 percent of the 210 acres of school parks provided by the Hanford Joint Union High School District and the Hanford Elementary School District (105 acres).

The National Recreation and Park Association (NRPA) provides a template of typical park classifications, number of acres a system should have, and recommended service levels based on population. For a public park provider the NRPA guidelines suggest, "A park system, at a minimum, should be comprised of a 'core' system of park lands, with a total of 9.9 acres of developed parkland per 1,000 population" (National Recreation and Park Association, 2020).. According to the 2020 Parks Master Plan, the City has 5.06 park acres per 1,000 residents. If the NRPA guidelines were being met, Hanford should have approximately 563 acres of park land. The park inventory deficiency would be 263.acres. The shortfalls do not take into consideration church properties, private schools, or those outside the boundaries of the City of Hanford.

Table 4-4
Parkland within Hanford by Type (City of Hanford, 2020)

Category	Acres
Mini Parks	15.6
Neighborhood/School Parks	19.2
Sports Complex	57.2
Community Parks	54.9
Special Use Parks	7.1
Indoor Facility	0.52
School Playfield	136.5 ²
Developed Parkland	309.9

Note: This inventory consists of parkland only provided by the City of Hanford

According to the General Plan, the calculation for the parkland ratio has been updated. When determining the parkland ratio of acres per 1,000 population, City policy is to include the acreage of city-owned mini, neighborhood, community, regional, special use, and stormwater basin parks, along with 50 percent of the acreage of school playgrounds and play areas within the Planned Area Boundary (City of Hanford, 2017). All school sites have limited public access since their primary purpose is to support their educational mission. These facilities are sometimes accessible to the public after school hours. According to the General Plan, there are 210 acres of school playfields in the City, of which 105 acres, or 50 percent of 210 acres, is calculated in the total developed parkland of the City. By using this calculation as outlined in the General Plan, the City's current park ratio is 5.06 acres per 1,000 residents. This ratio is still below the NRPA's goal of 9.9 but it does meet the City's goal set in their General Plan, which is 3.5 acres per 1,000 residents.³

According to the California Department of Parks and Recreation, the City currently has approximately 63 percent of its residents living more than a half mile from park facilities (California Department of Parks and Recreation, 2015). A half-mile walking radius is considered the maximum distance for viable walkable access to facilities, according to the American Planning Association. Additionally, the State also states that 75 percent of the City's residents live in areas with less than three acres of parks or open space per 1,000 residents. As a result, it would appear that most of the City may be somewhat inconsistent with the General Plan policy for providing park space at a ratio of 3.5 acres per 1,000 residents within a half mile, however, the State did not take into consideration the 105 acres of school playfield space that the City considers in its parkland ratio calculation. Lastly, the

² School Playfield parkland was calculated by taking 50% of the acreage of school playgrounds and play areas within the Planned Area Boundary. This calculation was originally established in the General Plan

³ According to the General Plan, Goal 09 of Section 5.7 (Parks and Recreation), Parks are to be provided at a combined ratio of 3.5 acres per 1,000 residents.

General Plan policy is applied citywide and is found to be in compliance, but, the City could strive to more evenly distribute park and open space areas to increase access throughout the City to residents, as shown by the California Department of Parks and Recreation statistics.

FACILITIES AND INFRASTRUCTURE

The City currently operates and maintains the following park facilities (City of Hanford, 2014):

- Mini-Park
 - Airport Park
 - Encore Park
 - Gateway Park
 - Glacier Park
 - Hye Park
 - Lakewood Park
 - Quail Run Estates
 - Quail Park
 - Sherwood Park
 - Vineyard Park
- Neighborhood Parks
 - Coe Park
 - Earl F. Johnson Park
 - Lacey Park
 - Redwood Park
 - Vineyard Park
 - Independence Park
 - Silver Oaks Park
- Community/Special Use Park
 - Bob Hill Youth Athletic Complex
 - Centennial Park
- Civic and Courthouse Grounds
- Freedom Park
- Hidden Valley Park
- Regional/Special Use Park
 - Hanford Joint Use Softball Complex
 - BMX Track
 - Hanford Adult Learning Center/Softball Complex
 - Harris Street Ball Park
 - The Plunge and Ford Hill Skate Park
 - Rotary Field
- Indoor Facility
 - Civic Center
 - Coe Hall
 - Goodwill Senior Center
 - Longfield Center
 - Old Courthouse
 - St. Brigids' Teen Center
 - Veterans-Senior Center

Within these facilities, the City also maintains additional recreational facilities, such as basketball courts, soccer and baseball/softball fields, and tennis and volleyball courts.

In the FY 2020-24 Capital Improvement Plan (CIP) Budget, the CIP identified 11 projects for the Parks and Recreation Department for five years (City of Hanford, 2020). The total cost of all the projects is \$8,932,000. The three funding sources for the projects are park impact fees, accumulated capital outlay, and refuse capital. Eight projects are planned to be achieved in the 2020/2021 fiscal year. These improvements are described below:

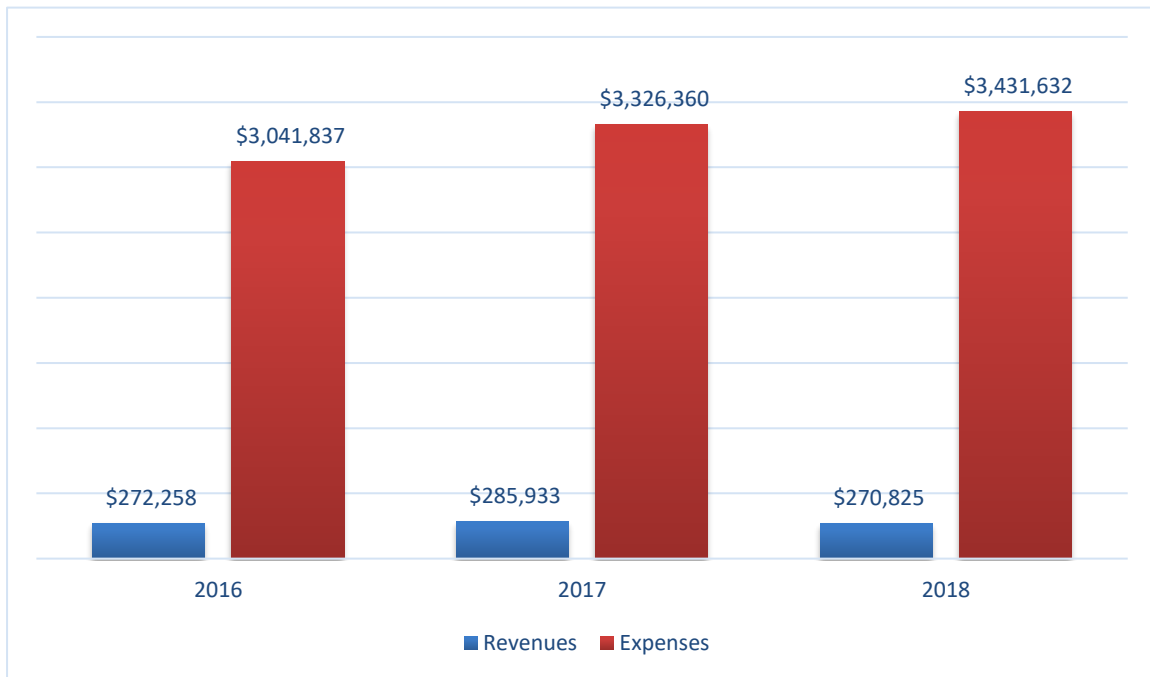
- Park Development Oversizing Requirements (\$150,000 per year for five years)
 - These funds will be used to reimburse developers for costs associated with park construction in excess of their park impact fee assessment.

- ADA Parks/Recreation Modifications (\$35,000 per year for five years)
 - These funds will be used to upgrade the parks and recreation facilities to conform with ADA requirements. Improvements will include modifications to restroom and playground facilities, installation of concrete pathways to various facilities and purchase of handicap accessible picnic equipment and tables.
- Park Refuse Enclosures – Civic Park (\$42,000)
 - Construction of a concrete block trash enclosure at the Old Courthouse Parking Lot, which is currently an old dilapidated wooden enclosure.
- Street Median Landscape Renovation (\$150,000 in 2020 and 2022 - \$300,000 total)
 - Remove the existing landscaping and terminate the irrigation to install stamped concrete in the turn pockets until the width of the landscape area is a minimum of 8 feet in width. Project will upgrade portions of median islands as funding allows with new plant materials and landscape bark.
- New Pocket Park (\$390,000)
 - Design and construct a new small park at the site of the Old Fire Station located at Lacey Boulevard and Kaweah Street.
- Centennial Park Pathway Construction Project (\$230,000)
 - Upgrade and construct an all connecting eight (8') foot wide concrete sidewalk/pathway and address ADA accessibility from Hanford-Armona Road into the park and connect to all amenities to include picnic arbors, splash pad, playgrounds, dog facilities, and restrooms.
- New Playground at Civic Park (\$285,000)
 - Design and construct a new playground adjacent to the Carousel at the Civic Park to increase activity within the Park

PARKS AND COMMUNITY SERVICES DEPARTMENT FUNDING

The Parks and Recreation Department revenues are comprised of General Fund, various grants, and donations. Total expenditures for each year are based on maintenance of parks, facilities management, youth and adult services, and construction of new parks (City of Hanford, 2020).

Chart 4-5
Parks and Recreation Department Revenues and Expenditures



Source: City of Hanford 2020

As shown in Chart 4-5, the department generates a small percent of the revenues needed for department and is still dependent on General Fund revenues and grants. Of all expenditures citywide, the Parks and Recreation Department comprised 6.07 percent of total expenditures (California State Controller's Office, 2018).

ABILITY TO SERVICE ANNEXED POPULATION

The County islands proposed to be annexed are not served by the City regarding parkland. Parks are a more difficult service to analyze, as the residents of the County islands already have access to the parks, as they are all public parks. The addition of the 1,293 persons to the City will, however, decrease the parkland ratio of acres per 1,000 population.

Determinations

Determination 4.1.6-1 – The City actively maintains parks and provides recreational services to the residents of Hanford.

Determination 4.1.6-2 – Parks and recreational facilities within the City amount to approximately 309.9 acres of land. This amounts to a ratio of roughly 5.4 acres per 1,000 persons (based on 2020 population estimate of 56,910), which meets the standard identified in the City's Parks and Recreation Master Plan.

Determination 4.1.6-3 – The City utilizes the Capital Improvement Plan to maintain and repair its numerous recreational facilities within the city limits to promote an active lifestyle to its residents.

Determination 4.1.6-4 – The City’s General Plan and Parks Master Plan both identified a need for additional park and recreation space to serve residents of the City.

Determination 4.1.6-5 – The City’s current parkland ratio of acres per 1,000 population is below the NRPA’s guidelines and will be even more so with the addition of the population of the eight County islands.

Determination 4.1.6-6 - The City may need to employ strategies such identification of new parks in the Capital Improvement Program or obtaining grant funds for additional facilities to achieve adopted levels of service in conjunction with an expansion of its service area with the annexation of the eight County islands in order to reach the goals of the General Plan.

Determination 4.1.6-7 – The City should strive to improve proximity and distribution of parks and open space throughout the City so that all areas of the City meet the General Plan goal of 3.5 acres per 1,000 residents.

4.1.7 - ROAD MAINTENANCE

Summary of Prior MSR Findings

Road Maintenance was not reviewed by LAFCo in 2007 as part of the Roads and Circulation section of the comprehensive MSR.

Current Conditions

The Hanford Public Works Department is responsible for maintaining the City's roads through its Street Division. The Street Division provides maintenance of more than 207 centerline miles of roadway and all of the curb, gutter, and sidewalk within the City's jurisdiction (City of Hanford, 2020). The Street Maintenance Division performs nearly 500,000 square feet of cape seal treatment, 325,000 square feet of residential slurry seal treatment, 30,000 square feet of deep patching, and applies more than 200,000 pounds of crack seal each fiscal year. In addition to traditional roadway improvements, the Street Maintenance Division installs approximately 1500 linear feet of curb and gutter and 30,000 square feet of sidewalk each year. The division has two more specific programs:

Street Sweeping Program

The City sweeps the residential streets once a week and the downtown area on a five-day-a-week basis. Each year approximately 30,000 centerline miles of streets are swept (City of Hanford, 2020). This program also assists in the implementation of the Stormwater Management Plan by keeping dirt and debris out of the City's basins and canals.

FACILITIES AND INFRASTRUCTURE

The FY 2020-24 Capital Improvement Plan (CIP) Budget includes several projects that would provide upgrades to existing road infrastructure and help plan for future projects (City of Hanford, 2020). Funding sources for these projects include: Gas Taxes; Transportation Impact Fees; Storm, Wastewater, and Water Capital; and Congestion Mitigation and Air Quality. These improvements are described below:

- Sidewalk and Miscellaneous Concrete Repairs (\$40,000/year for all five years)
 - These funds will be used to repair sidewalks, drive approaches, and other concrete improvements where City crews will be completing street reconstruction projects or in areas where the improvements are damaged by tree roots.
- New Sidewalk and ADA Improvements (\$50,000/year for all five years)
 - These funds will be used to install sidewalks and other concrete improvements in areas currently void of such improvements.

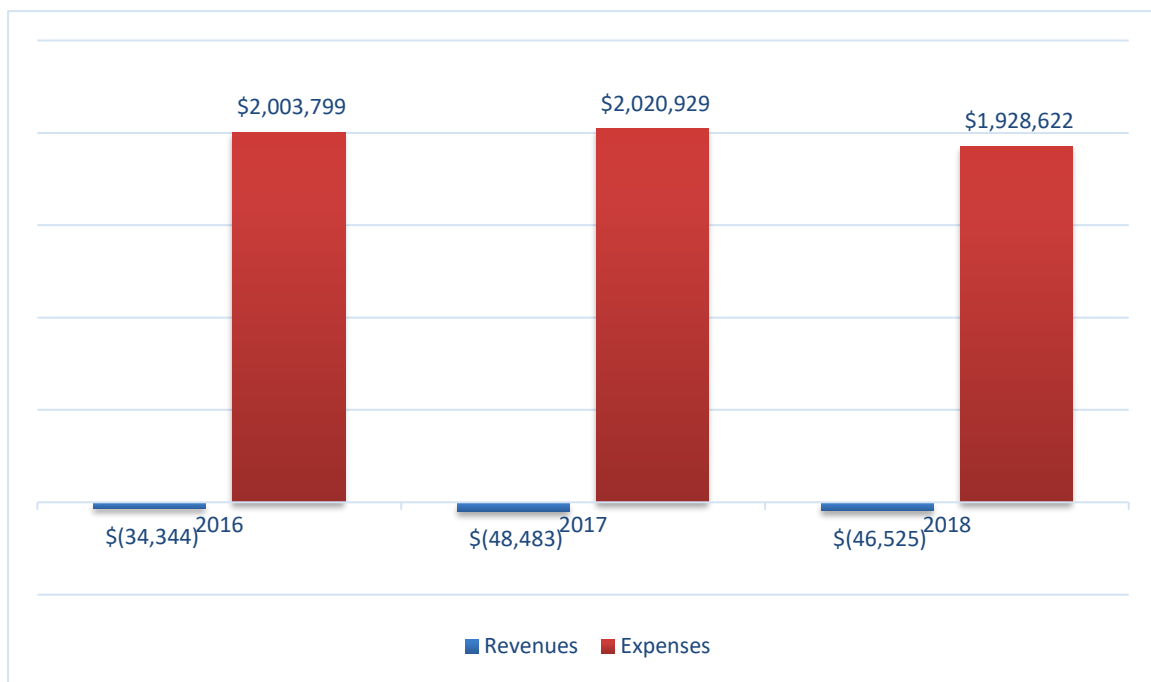
- Street Division Maintenance (\$450,000/year for all five years)
 - Street maintenance is performed by the Public Works Street Maintenance Division through the City's General Fund. This project account is established to record that portion of annual street maintenance which will be allocated to gas tax funds.
- Unscheduled Arterial Upgrades & Traffic Signal Installation (\$200,000/year for all five years)
 - This fund will be used to reimburse developers who are required to construct qualifying arterial street improvements that exceed their project's transportation mitigation impact fee share.
- Survey Monumentation/Mapping (\$15,000/year for all five years)
 - These funds will be used to re-establish survey monumentation on street re-surfacing projects and to update the survey benchmark datum and mapping
- Pavement Resurfacing Treatment (\$1,200,000 in 2020, \$950,000 2021-2024)
 - Pavement Resurfacing Treatment is a surface protection and pavement preservation treatment for City streets. The treatments will extend the useful life of asphalt concrete pavement surfaces thereby reducing street maintenance costs. The project will provide surface treatment for approximately seven miles of roadways.
- East Lacey Boulevard Widening/Reconstruction, 10th Avenue to Sierra Drive (\$9,610,000)
 - This project will involve the widening and reconstruction of East Lacey Boulevard, between 10th Avenue and Sierra Drive, to facilitate two lanes in each direction of travel plus turn lanes. This project will improve traffic flow capacity and safety by providing additional travel lanes and a protected left turn lane and the installation of a traffic signal system at the intersection of East Lacey Boulevard/Ninth Avenue.
- 12th Avenue Widening, Springcrest St. to 500 feet south – West side (\$290,000)
 - This project will involve the installation of curb, gutter, sidewalk, and roadway widening along 12th Avenue (west side), from Springcrest Street to a point approximately 500 feet south of Springcrest Street. This project will improve traffic flow capacity and safety by providing an additional travel lane and installing curb, gutter, sidewalk, and street lighting improvements
- Traffic Signal at 12th Avenue and Hume Avenue (\$453,000)

- This project will consist of the installation of a traffic signal system at the intersection of 12th Avenue and Hume Avenue. This project will increase traffic flow efficiency and reduce intersection congestion by allowing more free flow traffic movements through the intersection.

ROAD MAINTENANCE FUNDING

Road maintenance is generally funded and scheduled through the City's CIP. Street maintenance revenues are comprised of the General Fund and special revenues. The actual revenue budgeted for streets totaled \$54,830 in 2018-19, an increase of approximately 17 percent over the prior year's actual revenue. This increase is the result of planned capital and infrastructure projects.

Chart 4-6
Street Division Revenues and Expenditures



Source: City of Hanford 2020

As shown in Chart 4-6, the department generates all the revenues needed for street services through special revenues. Of all expenditures citywide, the Street Services Division comprises 2.9 percent of total expenditures (California State Controller's Office, 2018).

ABILITY TO SERVE ANNEXED POPULATION

The County islands proposed to be annexed are currently not served by City street maintenance. The City's Street Division of the Public Works Department has been adequate for many years, with a balanced budget and adequate funding for the Capital Improvement

Programs. Due to the City's ability to provide such services to its current population, there is no evidence indicating that the addition of 1,293 residents would be too great for the City to adequately serve.

Additionally, according to the Memorandum of Understanding between the City of Hanford and County of Kings established in 2019, the County will request that the Kings County Association of Governments (KCAG) annually allocate \$125,000 in regional transportation funding, which would normally be transferred to the County, to the City for a period of two years. The total cumulative amount allocated to the City shall not exceed \$250,000. The City shall use the Annual Payments, if so, allocated by KCAG, for road maintenance costs within the County islands. This will help with any previously unknown costs associated with the addition of such roadways.

Determinations

Determination 4.1.7-1 – The City actively maintains the existing road systems and provides street sweeping within the city limits.

Determination 4.1.7-2 – The City utilizes a Capital Improvement Plan and reimbursements from the Gas Tax to aid in the repair and maintenance of existing roadways within the city limits.

Determination 4.1.7-3 – The City would be able to adequately serve the increased population of 1,293 residents, were the City to annex the County islands.

4.1.8 - FLOOD CONTROL/DRAINAGE

Summary of Prior MSR Findings

The 2007 MSR identified that stormwater drainage is accomplished in the City through a system of curbs and gutters, and a limited number of stormwater collection lines and stormwater drainage basins. Controlled discharge from drainage basins are allowed into designated canals owned and operated by People's Ditch Company irrigation canal. Hanford has relied on surface drainage systems to contain and transport stormwater run-off. During normal storm events drainage systems function at an acceptable level of service. The City's Planning Area lies outside any major flood prone areas, per the Federal Emergency Management Agency (FEMA). There are small localized areas within the Planning Area where it is shown within the 100-year flood plain.

Flood inundation from potential dam failure could result from Terminus Dam, Success Lake Dam, and Pine Flat Dam (located in the Sierra Nevada east of the valley floor on the Kaweah, Tule, and Kings River). Additional improvements made to other flood control facilities in the Kings County area, have significantly reduced local natural flood hazards.

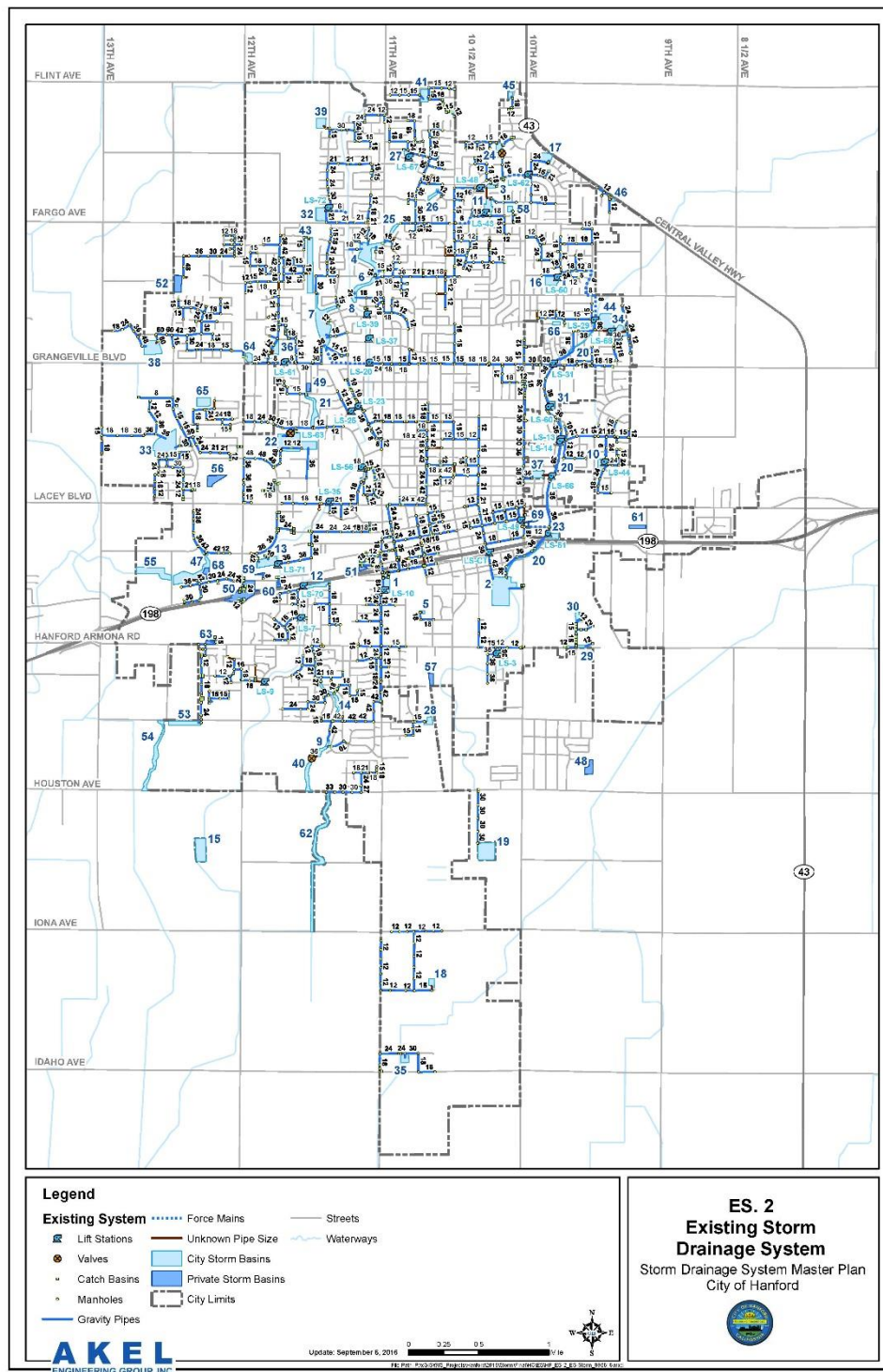
According to the Army Corps of Engineers inundation maps for Kings County, a breach by any of the dams listed above will not affect the City of Hanford. Through the City's General Plan, the City Council has adopted runoff/discharge policies that have strict controls to meet the National Pollution Discharge Elimination system for development projects.

Current Conditions

According to the City's website, the storm drainage system consists of 30 pump stations, 56 miles of pipelines ranging in size from six inches to 60 inches, 138 inverted siphons, 974 drainage inlets, and 181 acres of drainage basins and drainage ditches. The storm drainage system removes rainfall from surface streets and disposes the accumulated stormwater in drainage basins (City of Hanford, 2020).

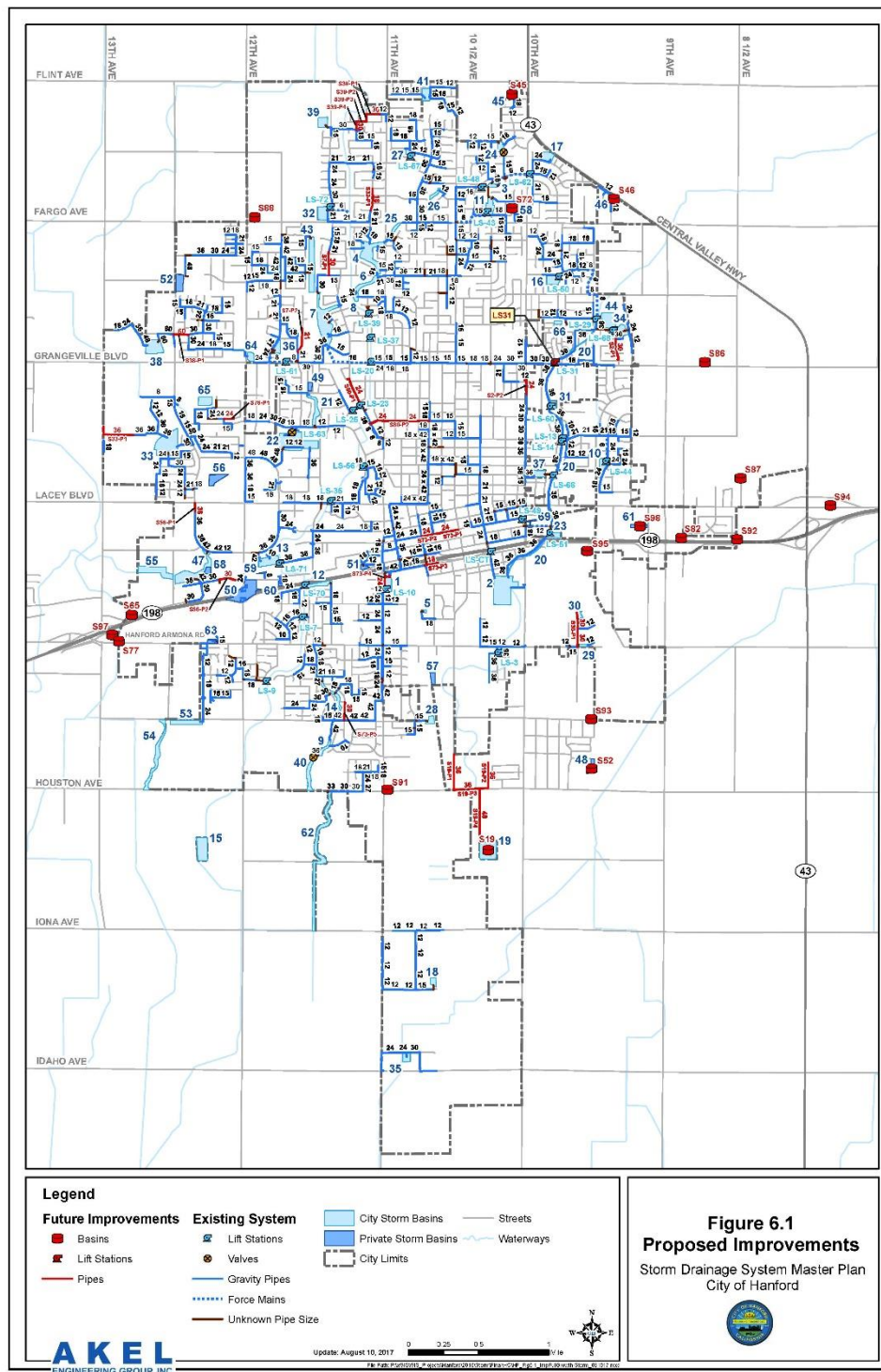
The City completed an updated Storm Drainage Master Plan in 2017 that updated much of the information identified in the prior 2007 MSR. The City's water system services residential and non-residential lands within the city limits. The service area includes 6,059 net acres of developed lands, 2,765 net acres of undeveloped lands, and 265 net acres of underutilized lands inside the city limits (City of Hanford, 2017). The City's General Plan anticipates approximately 16,900 net acres of residential and non-residential development at ultimate buildout of the Planned Area Boundary. A map of the existing storm drainage system is shown in Figure 4-5. The Master Plan to service the area planned for development in the General Plan is shown in Figure 4-6.

The modeled storm drainage system includes approximately 65 miles of stormwater conveyance to local retention systems or ditches. Pipes range from 8 inches to 60 inches in diameter. The storm conveyance system is predominantly composed of 12-, 15-, and 18-inch pipelines (City of Hanford, 2017).



Akel
Engineering
Group, Inc.

Figure 4-5
Hanford Existing Storm Drainage System



Akel
Engineering
Group, Inc.

Figure 4-6
Hanford Proposed Storm Drainage System

The City currently operates approximately 60 detention and retention basins. These facilities include slough remnants. The other basins located within the existing service area are man-made detention and retention facilities, and serve as dedicated stormwater receiving facilities, or dual-purpose park facilities, that can fill with excess stormwater runoff during the wet season. These drainage basins range in size from approximately 3.5 acre-feet (AF) to 94 AF (City of Hanford, 2017).

The City currently owns and operates 30 pump stations within the city limits. The pump stations vary in size and discharge to varying locations, which include canals, pipelines, and other conveyance facilities located throughout the City (City of Hanford, 2017).

Some facilities were identified as needing improvements in the Storm Drainage System Master Plan. After evaluation of the system, 12 basins were identified as needing new pipes, four existing retention basins needed to be expanded, and one lift station needed to be replaced. The future system improvements identified were 14 new pipes and 14 new retention basins (City of Hanford, 2017).

In the FY 2020-2024 Capital Improvement Plan (CIP) Budget, the CIP identified 11 projects that would provide some upgrades to existing facilities. The funding for these projects will come from the City's storm drainage capital and storm drainage impact fees. Total cost of all the projects for the five-year period is \$2,431,450, which will be entirely funded by the capital and impact fees mentioned above (City of Hanford, 2020).

These improvements are described below:

- Curb and Gutter Installation (\$20,000/year for all five years)
 - Installation of new or replacement of concrete curb & gutter to facilitate proper street drainage. Projects may include replacement of existing dilapidated curbs & gutter or installation of new curb & gutter in existing developed areas currently void of these improvements.
- Increase Flow Capacity of Main Branch of People's Ditch (\$25,000/year for all five years)
 - The City has drainage rights with People's Ditch Company which allows discharge in People's Ditch under certain parameters. Projects would be performed in cooperation with People's Ditch Company and would include culvert repair/enlargements, ditch realignment and piping, turn-out basins, control structure modifications, and additional ditch maintenance.
- Storm Drainage System Oversizing Requirements (\$50,000/year for all five years)
 - The City reimburses developers that are required to upsize their storm drainage improvements to provide additional capacity in compliance with the Storm Drainage Master Plan.

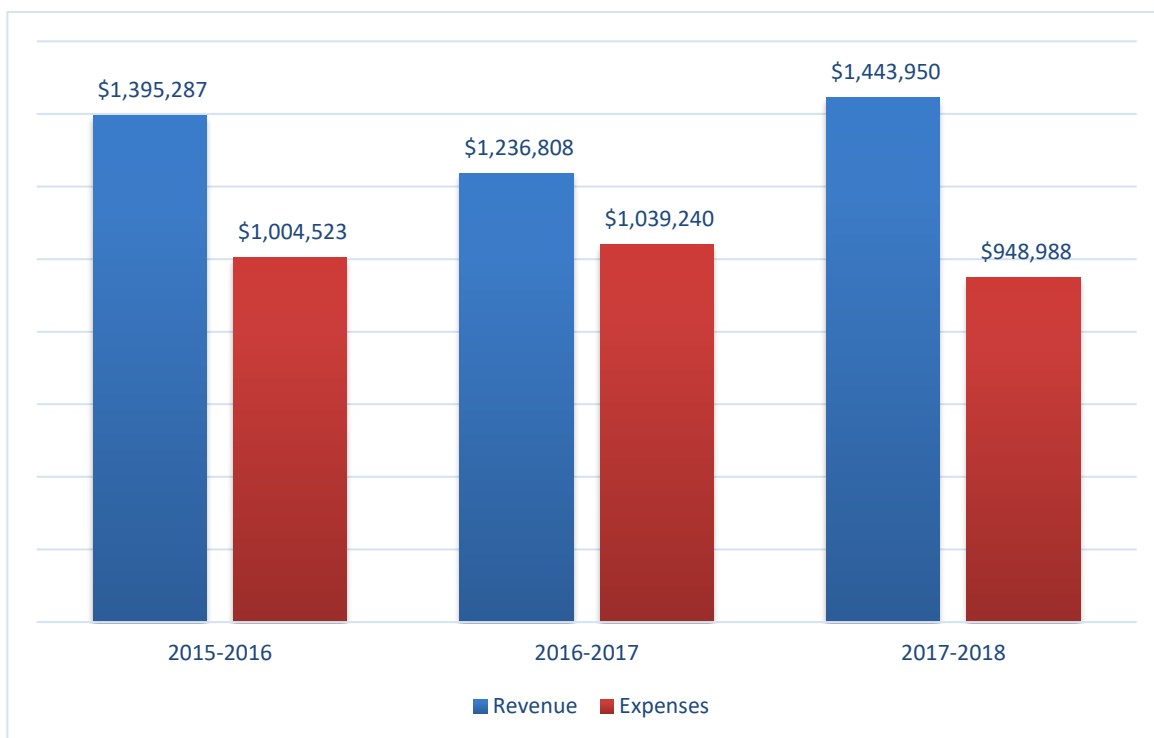
- Gate Crossing Security/Locks (\$18,450)
 - The City is responsible for all crossings and intersections between any City street or other ditch crossing, including fences, bridges, pipelines, or other appurtenances. The proposed tamper proof locks will prevent the cutting of locks along the ditch line and greatly reduce liability for the City of Hanford.
- Bonneyview Basin – Sand Slough Basin (\$262,500)
 - The Bonney View Estates Basin is inter-connected with the Sand Slough Basin to the north and the Live Oak Basin to the south and ultimately to the Houston/Iona Basin. This project is necessary to increase system reliability and increase the amount of storm runoff water that can be captured by both rainfall and diversions from People's Ditch.
- Tree Trim/Removal Program (\$690,000)
 - Many of the ponding basins have trees which prohibit the maintenance of the basin slopes and bottoms. The National Pollution Discharge Elimination System requires certain maintenance and testing. This program, implementing over the next couple of years, will remove trees to allow proper maintenance and prevent future growth.
- Mussel Slough/Laura Ln. Pump Installation (\$187,500)

This project consists of equipping the YMCA Basin with an electrical service, control panel, pump, diversion gates, and connection to existing piping for dewatering the basin to accommodate additional development and routine maintenance. This project will provide for dewatering of the basin and installation of new diversion gates to provide routine maintenance, assist in mosquito abatement activities, and increase storage capacity.

FLOOD CONTROL/DRAINAGE DEPARTMENT FUNDING

The Storm Drainage Operations is a division of the Public Works Department. Revenues are comprised of service fees. Fiscal Year 2016-17 saw a slight increase in expenditures. This is due to a slight increase in Personnel Services, according to the budget (City of Hanford, 2020).

Chart 4-7
Storm Drainage Operations Revenues and Expenditures



Source: City of Hanford 2020

As shown in Chart 4-7, the department revenues outpace expenses in order to fund capital projects. Since the Flood Control Department does operate as an enterprise fund, the department is not solely dependent on General Fund and special revenues. In the proposed budget for 2018-19, Storm Drainage expenditures comprised approximately 3.4 percent of the City's budget, which is an increase from approximately 1.5 percent in 2017-18 (City of Hanford, 2020). This is likely due to the number of projects in the CIP for the year 2020. The storm drain projects account for 6 percent of the total Capital Improvement Projects in FY 2019-2020.

ABILITY TO SERVE ANNEXED POPULATION

The County is currently responsible for stormwater drainage in the eight County islands proposed to be annexed. Were the City to annex the islands, it would provide storm drainage services to the 1,293 new residents.

According to the City's Storm Drain Master Plan, the Plan anticipates necessary growth of the system due to the growth of the City. One of the tasks of the Plan was to document growth planning assumptions and known existing neighborhoods, such as the islands, and future developments (City of Hanford, 2017). The planning boundary and horizon for the Master Plan were developed in accordance with the City's recently adopted General Plan. Based on General Plan population projections, the addition of the 1,293 residents to the stormwater

residents is feasible as long as the City achieves the proposed goals of the Storm Drainage Master Plan in order to account for its anticipated future population.

Determinations

Determination 4.1.8-1 – The City provides municipal storm drainage services for its residents.

Determination 4.1.8-2 – The City has completed and adopted a Storm Drainage Master Plan in 2017 to better identify and improve operations of the storm drainage system and plan for future needs of the City in accordance with population projections.

Determination 4.1.8-3 – The City would be able to adequately serve the increased population of 1,293 residents, were the City to annex the County islands, as long as the City achieves its proposed goals of the Storm Drainage Master Plan.

4.1.9 - PUBLIC TRANSPORTATION

Summary of Prior MSR Findings

Transit services were reviewed by LAFCo in 2007 as part of the Roads and Circulation section of the comprehensive MSR.

According to the previous MSR, the City of Hanford and surrounding areas provide and are served by a number of public, private, and social service transportation organizations. The social service transportation organizations were not discussed in the 2007 MSR.

Kings Area Rural Transit (KART) is the largest provider of public transit services within Kings County. KART serves the transit needs throughout Kings County and parts of adjacent counties. The fixed route provides transit service between the cities of Avenal, Armona, Lemoore, Naval Air Station Lemoore, Visalia, Corcoran, Stratford, Kettleman City, and Hanford, which is the KART hub for the County. At the time of the previous MSR (2007), KART was estimated to serve 47,000 riders per month (Kings County LAFCo, 2007).

KART also provides Dial-A-Ride services for residents traveling more than a half mile from an existing bus route for those riders certified by KART as disabled. Dial-A-Ride (door to door) service is available Monday through Friday between 11:00 a.m. and 1:30 p.m. All rides from home must be scheduled one day in advance.

Private transit Services are provided in Hanford by three taxi-cab services (Hanford taxi, Marathon Cab, and Central Valley Cab). Orange Belt States provide east/west bus services and offers a daily scheduled bus service four times a day to Goshen and Visalia, one bus per day to Paso Robles and Fresno. Greyhound provides the link to the coastal communities and northern and southern destinations.

Current Conditions

The largest single provider of public transportation within Kings County is operated by Kings County Area Public Transit Agency (KCAPTA), a Joint Powers Agency comprised of the County and the cities of Hanford, Lemoore, and Avenal. KCAPTA oversees the operation of the Kings Area Rural Transit (KART) system. KCAPTA establishes the operating policies and defines the services to be provided by KART including service hours and days, fares, and routes (Tulare County Association of Governments, 2018). KART provides transportation services to Armona, Avenal, Corcoran, Grangeville, Hardwick, Hanford, Kettleman City, Laton, Lemoore, Naval Air Station Lemoore, and Stratford. KART Paratransit is available to eligible certified ADA passengers. In addition, KART provides regular transportation service to Fresno and Visalia (Kings Area Rural Transit, 2020).

KART provides Hanford with six interconnected half hours routes, regular service to most other communities in the County and weekday service to Visalia. Dial-A-Ride (demand response) service is available for only those residents of Hanford, Lemoore, Armona, and Avenal traveling more than half of a mile from an existing fixed bus route or for those riders

certified by KART as disabled. There is also a Hanford-Fresno fixed route within fourteen vehicles that runs every Monday, Wednesday, and Friday, with limited service on Saturdays.

FACILITIES AND INFRASTRUCTURE

The existing KART Transit Station in Hanford is located adjacent to the Hanford Amtrak Station. Approximately 2,000 riders access the station each day (Mott Macdonald, 2018). All but two KART bus routes service the station and are all timed to meet the station in 30-minute loops. There are currently nine fixed routes that circulate throughout Hanford. At least four commuter routes to outlying areas, including intercounty services, also circulate through the KART terminal. The scheduled bus service operates Monday through Friday from 6:30 a.m. to 9:45 p.m. with partial Saturday service.

Facility and infrastructure were not discussed during the last MSR cycle that reviewed Public Transportation. The Kings County Area Public Transit Agency has considered constructing a new larger transit station in downtown Hanford. An Initial Study/Mitigated Negative Declaration for this project was released in November of 2019.

Hanford is also one city of multiple cities (and the County) that contribute to the operation of KART. KART or public transportation were not included in the FY 2019/2020 budget. The City's General Plan describes two public transit goals and seven policies pertaining to public transit. The two goals are:

1. A citywide and regional transportation system that has the downtown as its hub; and
2. A convenient and efficient transit system that serves as an alternate to automobile travel and meets basic transportation needs of the transit dependent.

The policies in the General Plan pertaining to public transportation are:

- Adequate Transit Service Availability
 - Maintain a proactive working partnership with KART to ensure that adequate public transit service is available.
- KART Expansion
 - Pursue improvements and funding to increase transit ridership, increase transit frequencies on key corridors, and expand regular transit service in portion of Hanford that currently have no public transit.
- Transit Stops
 - Where right-of-way allows, arterial and major collector streets shall be designed to allow transit vehicles to pull out of the travel land when stopping.

- Improve Access to Transit Stops
 - Remove physical barriers to improve access to transit facilities for the elderly, disabled, and other transit-dependent groups.
 - Long Range Transit Plan
 - Coordinate and collaborate with KART and KCAG on development of long-range transit plan that considers special emphasis on new or enhanced transit services and amenities in the downtown core, and service to identified mixed use neighborhoods and corridors.
 - Vanpool Programs
 - Support the KART vanpool program for the area's farmworkers and other commuters.

TRANSIT FUNDING

The City of Hanford's FY 2019/2020 budget did not include funds for public transportation. According to KART's 2019-2020 budget, most of the funding for KART comes from fares, collection of local taxes and federal funds. The City of Hanford is not listed as a source of revenue.

ABILITY TO SERVE ANNEXED POPULATION

The City will not need to serve the newly annexed population with regard to public transportation, as public transportation is currently provided to the City by the County, through the KART system. The County islands will continue to be served by the KART system.

Determinations

Determination 4.1.9-1 – The City, in conjunction with other cities and Kings County, provides fixed route and dial-a-ride service to its residents within the city limits and urban area boundary through the Kings Area Rural Transit (KART) system.

Determination 4.1.9-3 – The City's transit capital and service goals and policies are identified in the City of Hanford General Plan.

Determination 4.1.9-3 – The City will continue to utilize the public transportation system provided by the County through KART and will not have an increased number of persons served with the annexation of the County islands.

4.1.10 - SOLID WASTE DISPOSAL

Summary of Prior MSR Findings

Solid waste services were reviewed by LAFCo in 2007 as part of the comprehensive MSR. At the time of the previous MSR (2007), there were no active solid waste disposal facilities within the Planning Area. The Kings Waste Management Authority (KCWMA) was formed in September 1998 by agreement between the cities of Hanford, Lemoore, Corcoran, and the County of Kings in order to provide a regional approach to all waste management activities in Kings County. Solid waste from the City of Hanford is transported to the Kings Waste and Recycling Authority (KWRA) Materials Recovery Facility in Hanford.

The existing KWRA landfill southeast of the City of Hanford was closed in 1998. The KWRA does not operate an active landfill. Waste is hauled by transfer trucks from the Material Recover Facility (MRF) to the State permitted Chemical Waste Management Landfill site in Kettleman Hills (45 miles southwest of the MRF).

The landfill is inspected on a monthly basis. The permitted capacity is 4,200,000 million cubic yards and remaining capacity is 1,901,860 million cubic yards. The permitted throughput tons/day and the estimated closure date of the landfill was 2010. Residential customers pay a flat rate for services, and commercial rates are based on size of pickups per week.

Current Conditions

The City continues to provide refuse collection, along with segregated green waste and recyclable collection within the incorporated limits of the City and in designated County areas. Hanford still participates in the Kings Waste and Recycling Authority. The Authority has a five-member Board, which has one representative from each of the City Council and two representatives of the Kings County Board of Supervisors. The Authority also has seven staff members.

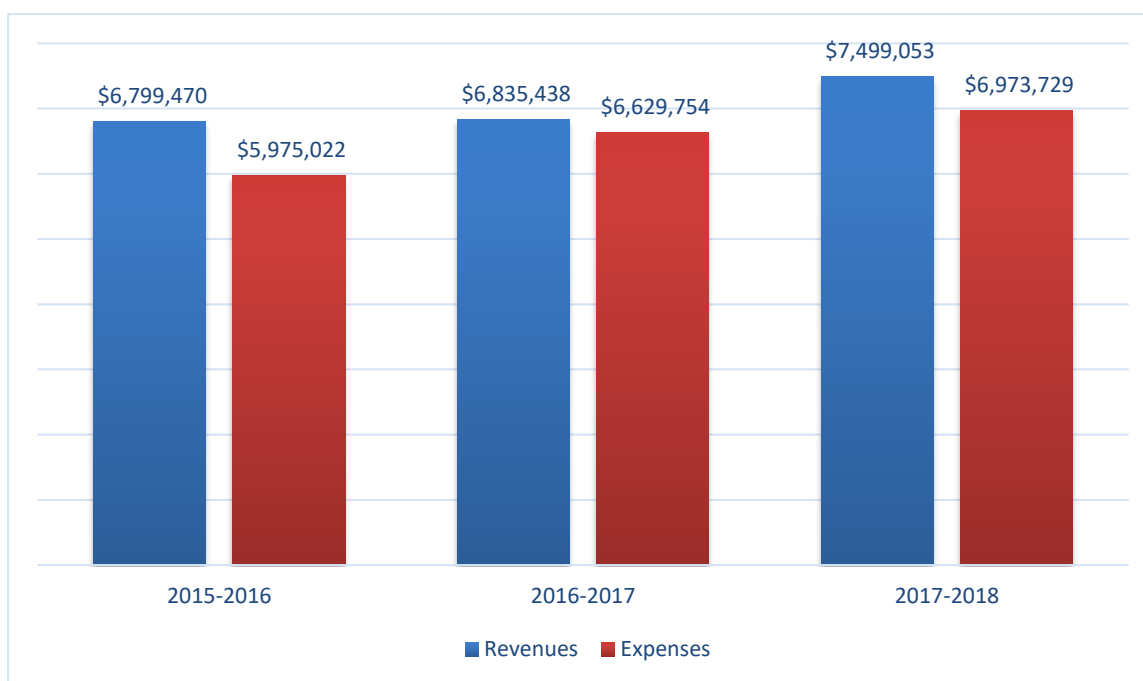
FACILITIES AND INFRASTRUCTURE

The facility that was described in the previous MSR as needing to be closed in 2010 was instead expanded. The facility's permit was modified in 2014 to allow for the construction and operation of Landfill B-18 Phase III. On August 27, 2019 the EPA proposed an approval (permit) for the Kettleman Hill Facility to be able to store, treat for disposal, and dispose of polychlorinated biphenyl (PCB) waste (United States Environmental Protection Agency, 2020).

SOLID WASTE DISPOSAL FUNDING

The Refuse Operation Fund is an enterprise fund primarily funded by user fees. Waste Disposal Department budgeted expenditures totaled \$7.51 million in 2018-19, up 7.66 percent from 2017-18.

Chart 4-8
Refuse Operations Revenues and Expenditures



Source: City of Hanford 2020

As shown in Chart 4-8, refuse operations had a surplus in revenue in years 2015 to 2018. Expenditures have been increasing from Year 2015 to 2018 illustrates an increase in expenditures, resulting in the department to add \$335,473 of contributions from its cash reserve in order to zero out the 2017 to 2018 budget. The projected budget increased 15 percent from 2016 to 2017 and then another 15 percent from 2017 to 2018. According to the FY 2019/2020 budget, the increase is likely due to personnel services (City of Hanford, 2019).

ABILITY TO SERVE ANNEXED POPULATION

Solid waste collection in the County island is currently optional. Due to the Kings Waste and Recycling Authority's Joint Power Authority, there will be no change in service for the County or the City.

Determinations

Determination 4.1.10-1 – The City provides residents and commercial properties with solid waste collection and disposal through a JPA with Kings Waste and Recycling Authority.

Determination 4.1.10-2 – The City’s Refuse Operations revenues and expenditures have been balanced.

Determination 4.1.10-3 – The City should continue to participate in the joint powers authority and review the rates established to ensure they provide equal levels of service to throughout the service area.

Determination 4.1.10-3 – The City will continue to utilize the Joint Power Authority with the Kings Waste and Recycling Authority, and there will be no change of service by the County or City with the annexation of the County islands.

4.1.11 - PLANS FOR FUTURE SERVICES

The City's General Plan has calculated growth rate projections. The growth rate projection has major implications on the amount of land that will be designated for future growth and the ability for current services to accommodate that growth. The General Plan quantified a few methods to anticipate Hanford's future population.

The first method was the Straight-Line Growth Rate Method, which estimated the population of Hanford to be 107,100 or 102,4000 in the year 2035. The second method was the Proportion of Projected County Growth Method, which estimated the population of Hanford to be 83,500 in 2035 with an annual growth rate of 1.8 percent. As the two methods provided varying population projections, it was decided that the General Plan would plan for a future population of 90,000 people in 2035, which translates roughly into a 2.1 percent average annual growth rate (City of Hanford, 2014).

The Water, Sewer, and Storm Drain Master Plans also utilized these population projections of the General Plan when accounting for the anticipated future level of service. Therefore, implementation of these Master Plans would properly provide the adequate extension of services to the growth areas of the City, namely the additional population of the County islands and the areas in the proposed Sphere of Influence.

One of the policies of the General Plan (Policy L16) is to consider the initiation of annexation of land into the City of Hanford when the following criteria are met (City of Hanford, 2014):

1. The land is within the Primary Sphere of Influence;
2. The capacity of the water, sewer, fire, school, and police services are adequate to service the area to be annexed or will be adequate at the time that development occurs;
3. Land for development within the city limits is insufficient to meet the current land use needs; and
4. The territory to be annexed is contiguous to existing development areas.

In all, the City has done ample infrastructure planning to accommodate growth projections in the City. The infrastructure documents mentioned above also include improvements and recommendations needed to improve any possible deficits in water, sewer, and storm drainage capacity within the existing systems.

Determinations

Determination 4.1.11-1 – The City's General Plan and subsequent Water, Sewer, and Storm Master Plans have calculated and planned for service accommodation for the future population of the City.

Determination 4.1.11-2 - Present needs for public facilities and services are currently being met. Probable needs for public facilities and services are not currently anticipated to vary from present needs, as future demands are expected to remain relatively the same.

Population increases are not currently anticipated to affect the City's ability to provide of services as growth is anticipated within the General Plan.

Determination 4.1.11-3 – Implementation of Master Plans would properly provide the adequate extension of services to the County islands, were they to be annexed.

4.2 - Financial Ability to Provide Services

This section analyzes the financial structure and health of the City of Hanford with respect to the provision of services. Included in this analysis is the consideration of rates, service operations, and the like, as well as other factors affecting the City's financial health and stability, including factors affecting the financing of needed infrastructure improvements and services.

An examination of financing includes an evaluation of the fiscal impacts of potential development, and probable mechanisms to finance needed improvements and services. Evaluating these issues is important to ensure new development does not excessively burden existing infrastructure and the ability of the City to fund existing improvements and services.

An examination of rate restructuring should identify impacts on rates and fees for services and facilities and recognize opportunities to positively impact rates without decreasing service levels. The focus of this required element of the MSR is whether there are viable options to increase the city's efficiency through rate restructuring prior to any city limit or SOI adjustment.

Annual audit reports and financial statements for the City were reviewed in accordance with the MSR Guidelines. The purpose of this review is to determine fiscal viability, suitability of current funding practices, and potential fiscal impacts resulting from new legislation.

4.2.1 - CITY BUDGET

The FY 2019-2020 Budget reflects the City Council's goals and continues funding sufficiently to maintain basic service levels. The budget is built upon guiding policies and is prepared in stages by fund type, allowing each fund's budget to be presented to City Council and discussed individually. The City's projected revenue for all funds in 2020 is \$70.9M. The projected expenditures in 2020 total \$65.46M (City of Hanford, 2019). The surplus in 2020 is likely to compensate for the deficit of the budget in 2019 (\$68.56 revenues and \$74.07 expenditures). The surplus in 2020 and the deficit in 2019 are quite similar, rounding to \$5.5 million each.

The City did not identify any major factors and obstacles affecting the FY 2019-2020 budget. The City did, however, list a series of budget strategies and fiscal policies, including flexible and cost-effective responses, contingency reserves, appropriation control, debt management, and fees.

The two primary sources of revenue for the City consist of the sales tax and property tax, which combined, total 72 percent of the General Fund revenue for the City (City of Hanford, 2019). Other revenue sources include licenses, permits, and fines. The City also pursues additional sources of funding from outside agencies with grants.

The primary sources of expenses for the City are the Police and Fire Department, when combined, total 62 percent of General Fund expenses for the City (City of Hanford, 2019). Other expenses include the Public Works Department (Admin/Engineering & Street Maintenance), and Parks and Recreation. Within these expenses, the salaries and benefits of all employees are included.

Overall, the City has adopted policies and strategies that drive the development of a sound budgetary structure. The City maintains goals and performance measures to gauge their effectiveness from year to year.

4.2.2 - RATES AND FEES

The City periodically sets rates and fees for various services it provides through the Master Fee Schedule. The most current fee schedule was updated in 2020. The listed fees include:

- Building permit fees for review and inspection,
- Fire inspection fees,
- Planning and environmental review fees,
- Engineering review and inspection fees,
- Code violation fines,
- Business license fees,
- Police service and various permit fees, and
- Development impact fees.

4.2.3 - PROPOSITION 218

Proposition 218 (Prop 218) restricts local government's ability to impose assessment and property related fees and requires elections to approve many local governmental revenue raising methods. This initiative, approved in 1996, applies to nearly 7,000 cities, counties, special districts, schools, community college districts, redevelopment agencies, and regional organizations. It ensures that all new taxes and most charges on property owners are subject to voter approval and especially to the tools of using property related fees to fund governmental services instead of property related services. Of potential concern is the long-term effect the proposition has created in a local government's ability to fill the growing divide between infrastructure needs and the provision of governmental services for the new infrastructure.

In 2014, a city sales tax increase, Measure S, was voted down by Hanford voters. Measure S would have raised Hanford's sales tax rate from 7.5 percent to 8.5 percent, bring about \$159 million of revenue over the measure's 20-year lifespan. It had been proposed that 70 percent

of the proceeds would have been used to bolster police and fire services. The rest was to be spent to improve services including parks maintenance and street repairs (Eiman, 2014).

4.2.4 - OPPORTUNITIES FOR RATE/FEE RESTRUCTURING

The City's Fee Schedule is subject to periodic comprehensive revisions and updates. The fee schedule was last updated in January of 2020 (City of Hanford, 2020). The City's Financial Budget Policies include the following revenue policy to ensure that rates and fees are adequate to cover the costs associated with the operations and infrastructure needs of City services:

- The City Council will annually adopt a schedule of fees and charge. The fees and charges will be set to provide adequate resources for the cost of the program or service provided.

In addition, last year the City reviewed and updated its Development Impact Fees in accordance with the provisions in AB 1600. There is no evidence to suggest that the City would not be able to provide services to the County islands to be annexed in the City, and charge fees consistent with the citywide fees for such services. Further, since the City's common practice is to review these fees periodically, it can be assumed that future years will follow the same review and update procedure to ensure that full cost recovery is obtained for services rendered.

Determination 4.2-1 – The City annually conducts an open, transparent budgeting process aimed at balancing the needs of the City with the financial resources available.

Determination 4.2-2 – The City attempts to utilize other forms of revenue available besides sales/property taxes and fees, such as grants, to supplement its revenue stream.

Determination 4.2-3 – The City levies a series of fees and rates to offset the operations, maintenance, and infrastructure costs of the services it provides.

Determination 4.2-4 – The services provided by the City are subject to Proposition 218.

Determination 4.2-5 – There is no evidence suggesting that the City would be unable to provide services to the County islands to be annexed to the City, and charge fees consistent with citywide fees for services. Since the City's common practice is to review these fees and adopted revised fees on a periodic basis, it can be assumed that future years will follow the same review and update procedure in order to ensure that full cost recovery is obtained for services rendered.

4.3 - Status of, and Opportunities for, Cost Avoidance and Shared Facilities

Practices and opportunities that may help to reduce or eliminate unnecessary costs are examined in this section, along with cost avoidance measures that are already being utilized. Occurrences of facilities sharing are listed and assessed for efficiency. Potential sharing opportunities that could result in better delivery of services is also discussed.

An examination of cost avoidance opportunities should identify practices and opportunities that may help eliminate unnecessary or excessive costs to provide services. Such costs may be derived from a variety of factors including duplication of service efforts and facilities; inefficient budgeting practices; higher than necessary administration and operating cost ratios; inefficient use of outsourcing opportunities; and inefficient service boundaries.

An examination of opportunities for shared facilities should determine if public service costs can be reduced as a result of identification and development of opportunities for sharing facilities and resources. The benefits of sharing costs for facilities are numerous, including pooling of funds to enjoy economies of scale; reduced service duplications; diversion of administrative functions of some facilities; reduced costs; and providing better overall service.

Maximizing opportunities to share facilities allows for a level of service that may not otherwise be possible under normal funding constraints; however, facilities sharing opportunities are not without their challenges. When a municipality enters into a shared agreement, it generally relinquishes a portion of its control of the facility. Additionally, the facility may not be entirely suited to accommodate the municipality's needs.

The City has demonstrated its desire to work with surrounding agencies to provide quality service to residents in a cost-effective manner. The Hanford Fire Department maintains a mutual aid agreement with Kings County. The City also participates in the Kings County Area Public Transit Agency, a Joint Powers Agency comprised of the County and the cities of Hanford, Lemoore, and Avenal, in order to provide public transportation to its residents. Hanford also is a member of the Kings Waste and Recycling Authority, which is a Joint Powers Authority comprised of Hanford, Lemoore, Corcoran, and the unincorporated portion of Kings County, in order to provide refuse disposal to its residents.

Therefore, although there is much collaboration already between the City and other agencies, the City should consider reviewing their agreements annually to determine if further cost savings could be realized beyond the current economies of scale.

4.3.1 - DETERMINATIONS

Determination 4.3-1 – The City participates in a mutual aid agreement with the Kings County Fire Department for additional fire protection service.

Determination 4.3-2 – The City participates in the Kings County Area Public Transit Authority to provide public transportation to its residents.

Determination 4.3-3 – The City is a member of the Kings Waste and Recycling Authority to provide refuse disposal to its residents.

Determination 4.3-4 – The City should annually review the agreements of which the City participates to establish if further cost savings could be realized beyond the current economies of scale.

4.4 - Accountability for Community Service Needs, including Governmental Structure and Operation Efficiencies

This section addresses the adequacy and appropriateness of the City of Hanford's existing boundary and SOI, assesses the management structure and overall managerial practices of the City, and evaluates the ability of the City to meet its service demands under its existing government structure. Also included in this section is an evaluation of compliance by the City with public meeting and records laws.

An examination of government structure should consider the advantages and disadvantages of various government structures that could provide public services. In reviewing potential government structure options, consideration may be given to service delivery quality and cost, regulatory or government frameworks, financial feasibility, operational practicality, and public preference.

An examination of local accountability should evaluate the accessibility to and levels of public participation with the agency's management and decision-making processes. The MSR Guidelines note measures such as legislative and bureaucratic accountability, public participation, and easy accessibility to public documents and information as important in ensuring public participation in the decision-making process.

4.4.1 - ORGANIZATIONAL STRUCTURE

The City of Hanford operates under the City Manager/City Council form of government. The City Council sets policy for the City and appoints a City Manager to oversee day-to-day operations. Hanford's City Manager is responsible for the overall administrative direction of the City. This includes the quarterly review of all management performance plans to ensure that major goals and objectives of the City are achieved. The City Manager is also responsible for the development and implementation of the annual budget and the development of positive relationships with community organizations, employee groups, and other governmental agencies (City of Hanford, 2020). The current City Manager is Mario Cifuentez.

Council members are the leaders and policy makers elected to represent the community and to develop policies that meet the needs of the City's residents. Members of the Hanford City Council are selected directly by the electorate to serve as the policy making board of the City. The City Council is comprised of five members elected by districts and serve four-year staggered terms. Each year the City Council members select a Mayor and Vice-Mayor from amongst themselves (City of Hanford, 2020). The current members of the Hanford City Council are:

- Mayor Francisco Ramirez (District D)
- Vice-Mayor Diane Sharp (District C)
- Council Member John Draxler (District A)
- Council Member Kalish Morrow (District B)
- Council Member Art Brieno (District E)

The City operates with a budgeted number of employees approximately 275 regular, full-time employees, and 57 part-time/seasonal staff. The City also collaborates with community organizations to supplement staff services through the use of volunteers.

There are three appointed advisory commissions who assist the City Council in making policy decisions:

- Parking and Traffic Commission,
- Parks and Recreation Commission, and
- Planning Commission.

Citizens have an opportunity to participate in the implementation of local policies by serving on a commission. Each commission is comprised of citizens who work to provide services to the community while assisting the Council in achieving goals established by the citizens and elected officials.

A summary of the City's departments and the various services they provide to the residents of Hanford is provided below. The following information about each department was taken directly from the City's website.

City Administration

The Administration Division is responsible for the supervision and administration of the Public Works Department, City Clerk's duties, Human Resources, Risk Management, Health Insurance, Liability Risk.

Finance Department

The Finance Department is comprised of two divisions – Accounting and Utility Billing. The Accounting Division provides financial services to all City departments, including:

- cash management,
- preparation of financial reports,
- budget preparation and control,
- revenue and expenditure control,
- accounts receivable,
- payroll,
- purchasing,
- liability and property insurance,
- business licenses,
- general accounting, and
- financial advice.

The Utility Billing Division provides customer billing services for water, refuse, and sewer. The position of Finance Director and Treasurer for the City of Hanford is currently vacant.

Human Resources Department

The Human Resources Division is responsible for all aspects of the City's human resources system including recruitment, testing, selection, classification, administration, labor relations, benefit administration, workers compensation, safety administration, risk management, and employee development.

Community Development Department

The Community Development Department consists of Planning, Building, and Housing divisions. The City's Community Development Block Grant Consolidated Plan is managed through this department.

The Planning Department is responsible for long range planning within the city, the maintenance and application of the City's Zoning Ordinance and the processing and approval of site-specific development proposals to include rezoning, tentative maps, use permits and site plan reviews.

The main goal of the Building Division and the Code Compliance Section is to ensure compliance with national, State, and local building, and health and safety codes to safeguard life, health, and property for the residents of Hanford and the public in general. The Building Division performs plan reviews, issues building permits, and performs field inspections on all construction projects located within the city limits.

Public Works Department

The Public Works Department is responsible for maintaining and managing operations for the City's public utility systems. Services provided by the department include ensuring sufficient clean fresh water; reliable sewer services; street maintenance; storm drainage systems; street cleaning; and maintenance of street pavement, traffic signals. The department is composed of the following divisions: Fleet Maintenance, Refuse Collection, Street Maintenance, Utilities, Wastewater Treatment, and Engineering. The Engineering Department is also combined with the Public Works Department. John Doyel is the Director of Public Works for Hanford.

Parks and Community Services Department

The Parks and Recreation Department is responsible for coordinating activities for the City's residents, including special classes, youth programs, older adult activities, sports for youth and adults, and community events. The department is responsible for maintaining aesthetic and recreational value of over 208.5 acres of property including parks, landscaped street medians, athletic fields, the City's urban forest, and other landscaped areas including Downtown, Courthouse square, City parking lots, Industrial Park, Airport, and Intermodal Station.

The Department constructs streetscape enhancement improvements within the downtown area; coordinates the City's annual Tree City U.S.A recertification program; administers contracts and inspects maintenance for 37 landscape assessment districts; and performs playground safety inspections and upgrades existing playgrounds to meet ADA requirements. The department is also responsible for administering contracts and inspecting the maintenance of 29 landscape assessment districts.

Police Department

The City of Hanford currently employs a total of 62 sworn police officers. Some specialized divisions of the department include: Records & Fees, Investigations, and Operations.

The Records Unit consists of one Records Supervisor, one Senior Records Clerk, one Police Service Officer, and three records clerks. Records personnel perform a variety of duties that range from administrative and clerical support to Hanford Police staff and officers to assisting the general public at the front counter and on the telephone.

The Investigations Unit is called upon to investigate serious crimes within the community. These crimes cannot typically be handled by patrol officers due to the complexity or seriousness of the crime. The Detectives assigned to the unit receive specialized training in the techniques that the series crimes entail.

The Operation Division consist of those divisions which provide the basic police function. Most of these units are uniformed assignments and are those assignments that typically have regular, routine contact with the public. The Operations Division consists of four demand staff and 39 patrol officers.

Fire Services Department

The Hanford Fire Department provides emergency and fire protection services for residents and buildings within the city limits. Emergency services provided by the Fire Department include technical rescue, hazardous materials response, emergency medical services, and emergency disaster management. The Kings County Fire Department also provides additional services for the unincorporated areas, as well as serving as the Office of Emergency Management for all of Kings County.

4.4.2 - PRACTICES AND PERFORMANCE

The Mayor presides over Council meetings, which are held on the first and third Tuesday of each month at 7:00 p.m. in the Council Chambers at City Hall located at 400 N. Douty Street. The City follows the open meeting law set forth in the Brown Act (California Government Code Section 54950 et seq.). The intent of this legislation is to ensure that deliberations and actions of a legislative body be conducted openly and that all persons be permitted to attend any meeting except as otherwise provided in the law. Agendas are posted at least 72 hours in advance of a meeting and information made available to the Council is also made available to the public.

There appear to be ample opportunities for public involvement and input at regularly scheduled meetings. The agenda is posted at City Hall and posted on the City's website. Council agendas and packets are posted and available for Final at least 72 hours before each regularly scheduled Council meeting. Public notices (pursuant to the Government Code) are published to advertise certain types of hearings and press releases are issued to inform the public on significant citywide issues and projects. The City also communicates with the public through direct mailed notices, contributed articles in the local newspaper, utility newsletters, and social media.

The City and its departments follow various policies and procedures related to personnel, provision of services, customer relations and relationships with other agencies. Through the annual budget process, the City employs various techniques aimed at improving operational efficiency, such as eliminating duplicate services, personnel and equipment, reducing administrative costs when possible, and prioritizing service delivery needs to facilitate the use of limited resources to meet the highest priority need.

The management structure of the City is relatively simple and is well suited to the type of operations undertaken by the City; the linear management structure ensures an appropriate reporting mechanism and accountability. Furthermore, it allows for clear delineation of duties throughout the City for which the public can easily identify and bring forward their own issues, questions, or projects. The existing structure is considered appropriate for the City.

The City's budget process is a key mechanism used to review efficiencies in the management of City services and programs. The annual budget process includes a review of previous year accomplishments, upcoming year goals and programs, and specific funding to carry out those programs. The budget is adopted through a public hearing process by the City Council.

As a municipality, the City is structured to meet the needs and expectations of urban/suburban levels of development. As a multiple service provider with established service systems, the City efficiently provides a comprehensive range of services. With existing and planned development within the Sphere of Influence, including the annexation of the eight County islands, the extension of infrastructure and services into these areas would be logical and generally more efficient than if provided by other entities. Provision of services and infrastructure by the City into the Sphere of Influence should not overlap or conflict with other service providers. The inclusion of the County islands into the City is not anticipated to require changes to the governmental structure of the City.

4.4.3 - DETERMINATIONS

Determination 4.4-1 – The City operates under the City Manager/City Council form of government. Each year the Council members select a Mayor and Vice-Mayor from amongst themselves.

Determination 4.4-2 – The City conducts open meetings in compliance with the Brown Act that allows for complaints and comments regarding services and potential conflicts or inefficiencies to be identified to the City Council by residents.

Determination 4.4-3 – The City utilizes an organizational structure that obtains efficiency through departments heads who oversee multiple divisions.

Determination 4.4-4 – The City makes Council agendas and other information that details operations and services provided by the City available to the public at City Hall and on its website (Council agendas).

Determination 4.4-5 – The current City structure is efficient, transparent, and meets expectation of its residents with the resources available.

SECTION 5 - SPHERE OF INFLUENCE REVIEW

5.1 - Sphere of Influence Overview

As part of any Sphere of Influence review, LAFCo is required to consider all the information presented in the Municipal Service Review conducted for that agency. Additionally, LAFCo must also make written statement of its determinations for that agency regarding the following:

1. The present and planned land uses in the area, including agricultural and open-space lands;
2. The present and probable need for public facilities and services in the area;
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide;
4. The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency; and
5. The present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing Sphere of Influence.

After a written determination has been made with respect to the aforementioned areas of review, LAFCo may adopt a Sphere of Influence (SOI) that is appropriate for the agency's provision of service.

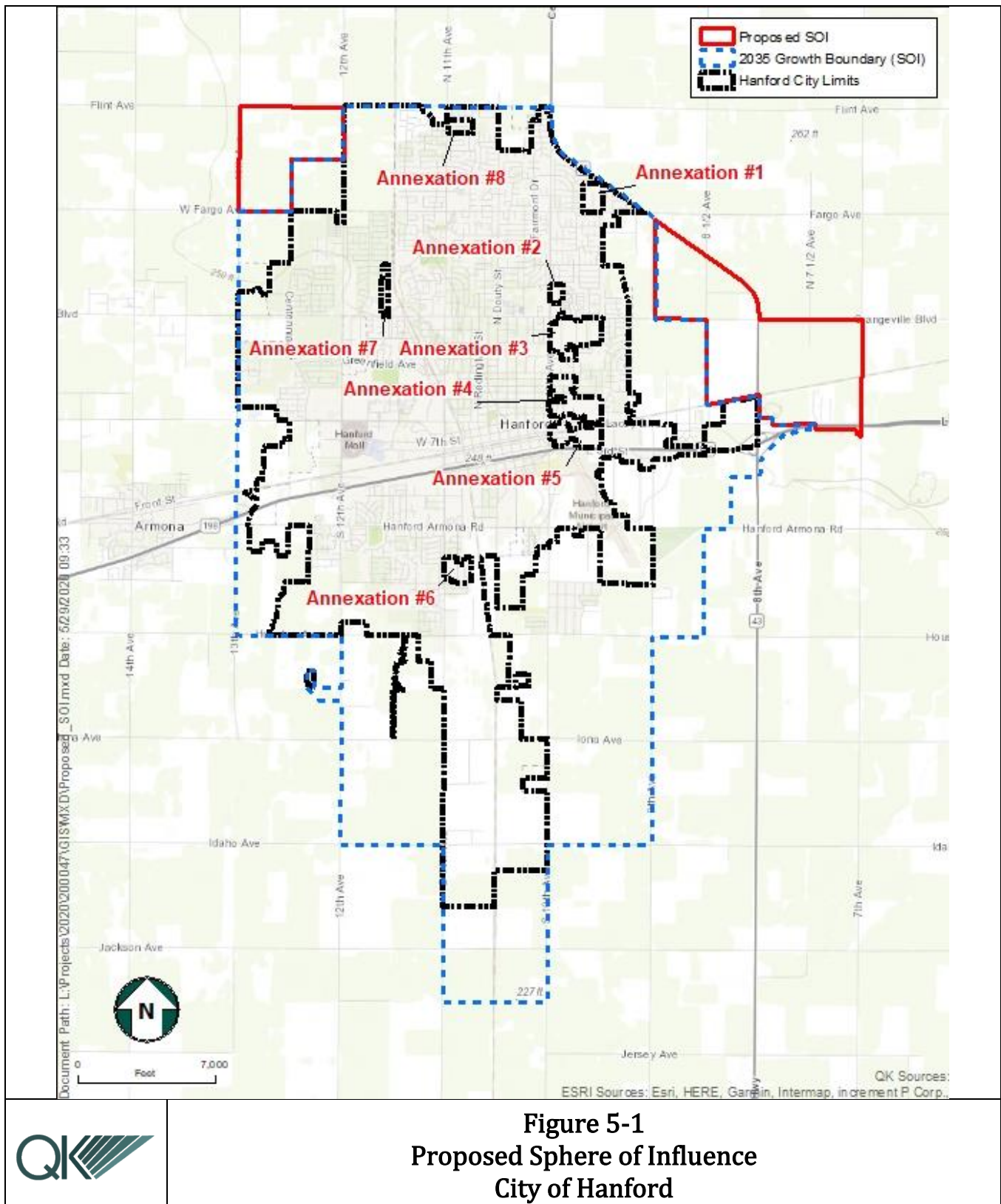
This section meets the requirements of Government Code Section 56425 and allows LAFCo to adopt an SOI that is consistent with the written determinations for the City of Hanford.

5.1.1 - PRESENT AND PLANNED LAND USES

The City has adopted a General Plan that dictates present and future land use policy for City growth. The City's General Plan includes areas for immediate development as well as reserve areas to accommodate growth of the period of the document, at least 20 years and possibly beyond.

The City's General Plan identified a 2035 Growth Boundary to serve as the limits of the area to be developed with urban uses during the 2015 to 2035 planning period. Hanford's Sphere of Influence delineates the City's probable physical boundary and service area. The Primary Sphere of Influence determines the areas to be annexed, and the Secondary Sphere of Influence identifies areas where LAFCo recommends land use coordination between the City and County.

According to Policy L7 of the General Plan, the City will support and pursue an amendment of the City of Hanford's Primary Sphere of Influence to be coterminous to the Planned Area Boundary. The proposed Sphere of Influence is shown in Figure 5-1.



The Williamson Act

The California Land Conservation Act of 1965, commonly referred to as the Williamson Act, enables local governments to restrict the use of specific parcels of land to agricultural to related open space use. In return, landowners receive property tax assessments that are much lower than normal. This is a voluntary program. Landowners enter into contracts with participating cities and counties and agree to restrict their land to agriculture or open space for a minimum of 10 or 20 years.

There are 2,473 acres of land currently subject to a Williamson Act Contract within the City's SOI (see Figure 5-2). Of that amount, there are 292 acres under non-renewal and were scheduled to be removed from the provisions of the Williamson Act between 2014 and 2017.

The City should review the current Williamson Act contracts to make sure that the areas mentioned above were indeed removed from the Williamson Act between the years of 2015 and 2017, particularly the contract within the Primary SOI.

Figure 5-2: Williamson Act Lands

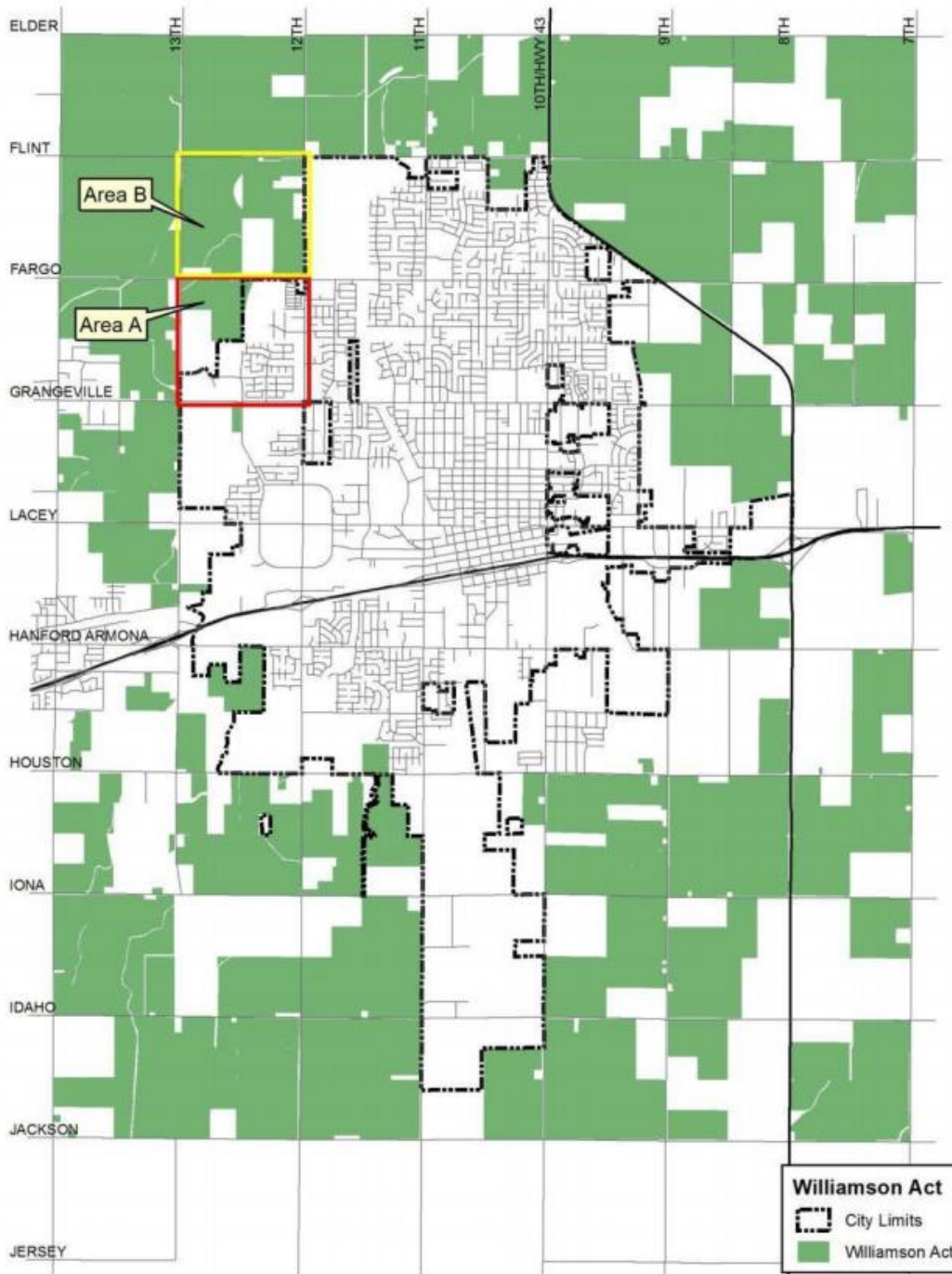


Figure 5-2
Williamson Act Lands

High Speed Rail

The California High Speed Rail Authority has identified a site east of Highway 43 and north of Highway 198 for a future station for the proposed high speed rail system. The City of Hanford has established this area as an Area of Interest in its General Plan. An Area of Interest is a geographic area within the Hanford General Plan that is integral to Hanford's future City planning even though no specific land uses are designated. Policy L105 of the City's General Plan explains it as such:

"Policy L105 Location of Area of Interest Land Use Designation

Locate an Area of Interest land use designation on the square mile bounded by Grangeville Boulevard, Lacey Boulevard, 7th Avenue, and 8th Avenue to reserve the area for future, but currently unknown land uses that may be associated with a high speed rail station."

The City of Hanford's General Plan also includes policies regarding the potential High Speed Rail Station. These policies include:

- *Policy T80* - Consider a station area planning study that considers locating most of High-Speed Rail support services west of 10th Avenue to support downtown Hanford.
- *Policy T81* - Ensure that effective transit linkages are in place between the High-Speed Rail Station and the City's downtown and employment centers.
- *Policy T82* – Ensure that financial, environmental, and agribusiness impacts of the project are mitigated for the citizens of Hanford.
- *Policy T83* – Aggressively seek State and federal funding for improvements and expansion of roads, water lines, sewer lines, storm drainage, public facilities, and utilities associated with High-Speed Rail.
- *Policy T84* – Ensure that the High-Speed Rail alignment through the Planning Area does not disrupt other transportation corridors identified in Hanford's circulation element.

Despite the uncertainty of the High-Speed Rail Station's timing and exact location, the City would like this Area of Interest included in its Sphere of Influence so that the area can be annexed into the City when and if needed to provide municipal services for the station. The No plans have been finalized on the type of surrounding land uses. The City recognizes that prior to considerations of the annexation of this Area of Interest the City will need to conduct a station area planning study that studies whether the City has adequate capacity to serve this area once annexed and a General Plan amendment to adopt specific land use designations and rezoning.

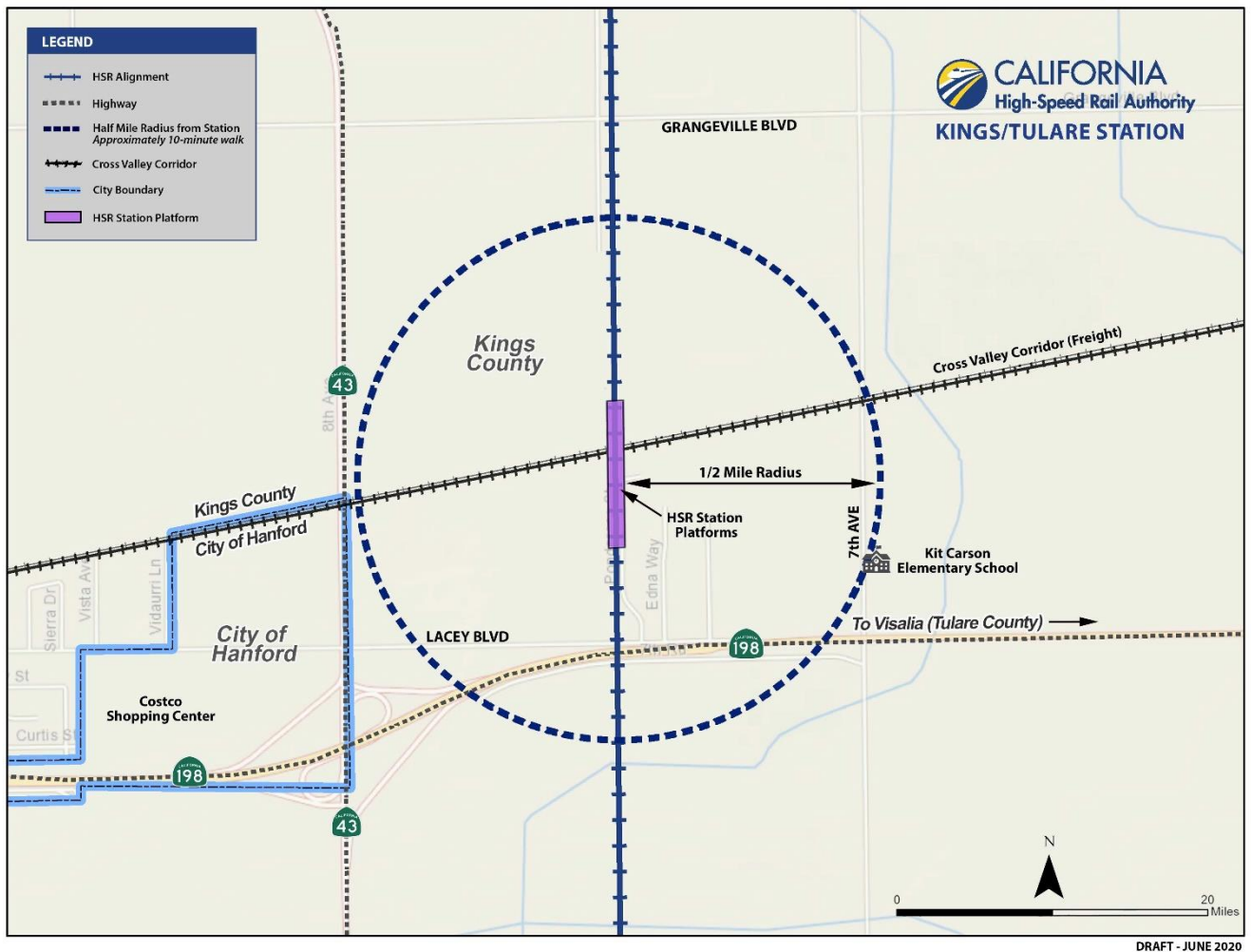


Figure 5-3
California High-Speed Rail Authority Kings/Tulare Station

5.1.2 - PRESENT AND PROBABLE NEED FOR PUBLIC FACILITIES AND SERVICES

The City provides a wide range of services to its residents while being supplemented by other agencies within its city limits. The City also coordinates through secondary agreements to collaborate with neighboring agencies, such as the County or special districts, to best provide services in a comprehensive manner.

The City will continue to utilize its agreements with the County for public transportation and solid waste collection and disposal. The City has undertaken significant efforts to implement the Master Plan infrastructure to areas within the City. The current public facilities serving the city limits and SOI will continue as is, with no need for a change of services.

5.1.3 - DISADVANTAGED UNINCORPORATED COMMUNITIES

As mentioned in Section 3, the City provides water, wastewater, and fire and emergency services within its city limits and within several of the County islands. However, the majority of area within the SOI (outside the city limits), does not have a service provider, with the exception of the Home Garden CSD. As shown in Figure 3-2, the areas depicted as a DUC are below the 80 percent of California's median household income and do not receive water, wastewater, and fire and emergency services from the City of Hanford or another service provider. However, given the fact that the City has extended services beyond its limits within some of these areas, future annexations should be reviewed on a case by case basis to determine if there is a neighborhood needing services that would warrant a subsequent annexation.

5.1.4 - PRESENT CAPACITY OF PUBLIC FACILITIES AND ADEQUACY OF PUBLIC SERVICES

The City currently provides a level of service which appears satisfactory to meet the needs of its current residents. The City will need to determine the ability to provide public services to any areas to be annexed into the City from the Sphere of Influence.

5.1.5 - EXISTENCE OF ANY SOCIAL OR ECONOMIC COMMUNITIES OF INTEREST

As stated in Section 3, there are currently areas of social or economic interest within the existing SOI, denoted as DUCs or potential DUC, most notably the community of Home Garden. These areas have been identified and will need subsequent review for inclusion on future annexations. Areas which already receive water, wastewater, and fire and emergency service may still need to be included in follow-up annexations to the City in order to provide equitable police and fire and emergency services. Police service levels should be reviewed as part of annexation proposals that are in proximity to DUCs.

Additionally, other municipal services that would be extended to an annexation proposal should be compared with the adjacent DUCs area to determine if there would be a benefit or improvement in service levels to the neighborhood with a follow-up annexation. If the proposal would be cost prohibitive, the DUC area should be forwarded to the County to

attempt to bring the services through available funding sources, such as grants or loan interest loan programs, in order to facilitate transition to the City.

5.1.6 - SPHERE OF INFLUENCE RECOMMENDATIONS

As shown in the MSR and throughout the determinations of this document, the City of Hanford is currently providing services at an acceptable level to its citizens. The City is also accountable to its customers through the City Council, which are elected at-large. It has conducted appropriate reviews of the infrastructure systems both through the annual CIP process as well as updating the Water, Sewer and Storm Drainage Master Plans in 2017.

The growth envisioned within the General Plan includes an area northwest of the current Sphere of Influence and another area east of the City. The area east of the City is predicted to eventually be the location of Hanford's High-Speed Rail Station. The City will need to plan for infrastructure to serve this area if and when the City proposes to annex this area.

In conclusion, based on the analysis provided within this report, the SOI for the City of Hanford may be amended to adequately comply with the goals of the General Plan.

Recommendation 8-1 – It is recommended that the City of Hanford's Sphere of Influence be amended as shown in Figure 5-1.

Recommendation 8-2 - The City should prepare a special plan for services, a General Plan amendment to add specific land use designations, and rezoning if and when the City proposes to annex the area planned for Hanford's High-Speed Rail Station.

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AGENDA STAFF REPORT

MEETING DATE: 4/18/2023

AGENDA SECTION: GENERAL BUSINESS

SUBJECT:

Authorization to award a contract to QK, Inc, for an amount not to exceed \$94,840 and appropriation of said funding in the General Fund to provide planning and environmental services for the Hanford Reorganization Project, consisting of annexations, general plan amendments, zone changes, pre-zonings, and the accompanying environmental documents.

RECOMMENDATION:

Recommended Motion: Authorization to award a contract to QK, Inc. of up to \$94,840 and appropriation of said funding in the General Fund to provide planning and environmental services for the Hanford Reorganization Project, consisting of annexations, general plan amendments, zone changes, pre-zonings, and the accompanying environmental documents.

BACKGROUND:

City Staff circulated a Request for Proposals to provide planning and environmental services for a project consisting of annexations, general plan amendments, zone changes, pre-zonings, and the accompanying environmental documents. Public outreach to affected parcel owners, consultations with other agencies and coordination with the Kings County LAFCO are also within the scope of the project. A detailed project scope is provided below:

A. Annexations

The proposed annexations consist of three parts:

1. Substantially Surrounded Islands Annexation

The City has identified three substantially surrounded islands that may be annexed into the City without protest.

2. Heroes Park Annexation

The City received a Proposition 68 grant to build Heroes Park. Currently, the land identified for the park is outside of city limits. The City is proposing to annex the land and some adjacent properties.

3. Industrial Park Expansion Annexation

City Council directed Staff to expand the industrial park, located to the south of town.

B. Pre-zoning, Zoning, and General Plan Amendments

In most cases, pre-zoning will be consistent with the current General Plan Land Use designations;

however, there are two areas where a General Plan Amendment is needed:

1. Heroes Park General Plan Amendment

Heroes Park is currently designated for Neighborhood Mixed Use and Low Density Residential. The City intends to assign the area designated for Heroes Park (northern 40 acres) as Open Space. The City also wishes to find another suitable area near the site to designate as Neighborhood Mixed Use.

2. Hidden Valley Park General Plan Amendment and Zone Change

The City intends to change the General Plan designation and zoning for a portion of Hidden Valley Park from Low Density Residential to Open Space.

C. Environmental

The consultant will prepare, notice, circulate and file the appropriate level of environmental document to complete each of the items listed in the project scope including NEPA (required for Heroes Park), Section 106 (Required for Heroes Park) and CEQA approvals.

D. Outreach and Noticing

Consultant will assist Staff in the outreach process. Staff will hold a public meeting to discuss the project scope, timelines, and impacts. All property owners included in the annexation will be notified of the meeting and invited to attend. Consultant will also attend the Planning Commission, City Council and LAFCO Board meetings where the hearings will take place.

The City received two proposals to provide the services listed in the scope of work and, based on the City's scoring criteria, QK Inc. was determined to be the most qualified bidder. QK, Inc. proposed to provide these services for an amount not to exceed \$94,840. If approved, Staff will enter into an agreement with QK, Inc. to provide planning and environmental services for an amount not to exceed \$94,840.

FISCAL IMPACT:

This will be appropriated and paid out of the General Fund and partially reimbursed (approximately \$28,000) from Proposition 68 grant funds (related to Heroes Park), the General Fund will bear approximately \$67,000 of these costs which will be taken from available fund balance.

ATTACHMENTS:

1. Resolution
2. Project Scope Maps
3. Scope and Fee

RESOLUTION NO. 23-08-R

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HANFORD AUTHORIZING
CITY STAFF TO ENTER INTO AN AGREEMENT WITH QK, INC. TO PROVIDE
PLANNING & ENVIRONMENTAL SERVICES FOR THE HANFORD
REORGANIZATION PROJECT IN AN AMOUNT NOT TO EXCEED \$94,840

At a regular meeting of the City Council of the City of Hanford duly called and held on the 18th day of April 2023, it was moved by Council Member _____, seconded by Council Member _____, and carried that the following resolution be adopted:

WHEREAS, the City circulated a Request for Proposals for planning and environmental services for the Hanford Reorganization Project on December 23, 2022 and accepted proposals until February 3, 2023; and

WHEREAS, the City scored the proposals in accordance with the guidelines set forth in the Request for Proposals; and

WHEREAS, QK, Inc. received the highest score from the scoring committee, and

WHEREAS, the agreement between QK, Inc. and the City of Hanford may not exceed \$94,840 per year unless approved by City Council

NOW, THEREFORE, BE IT RESOLVED that City Council of the City of Hanford authorizes City Staff to enter into an agreement with QK, Inc. to provide planning and environmental services for the Hanford Reorganization Project in an amount not to exceed \$94,840 per fiscal year.

PASSED, ADOPTED AND APPROVED this 18th day of April, 2023 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

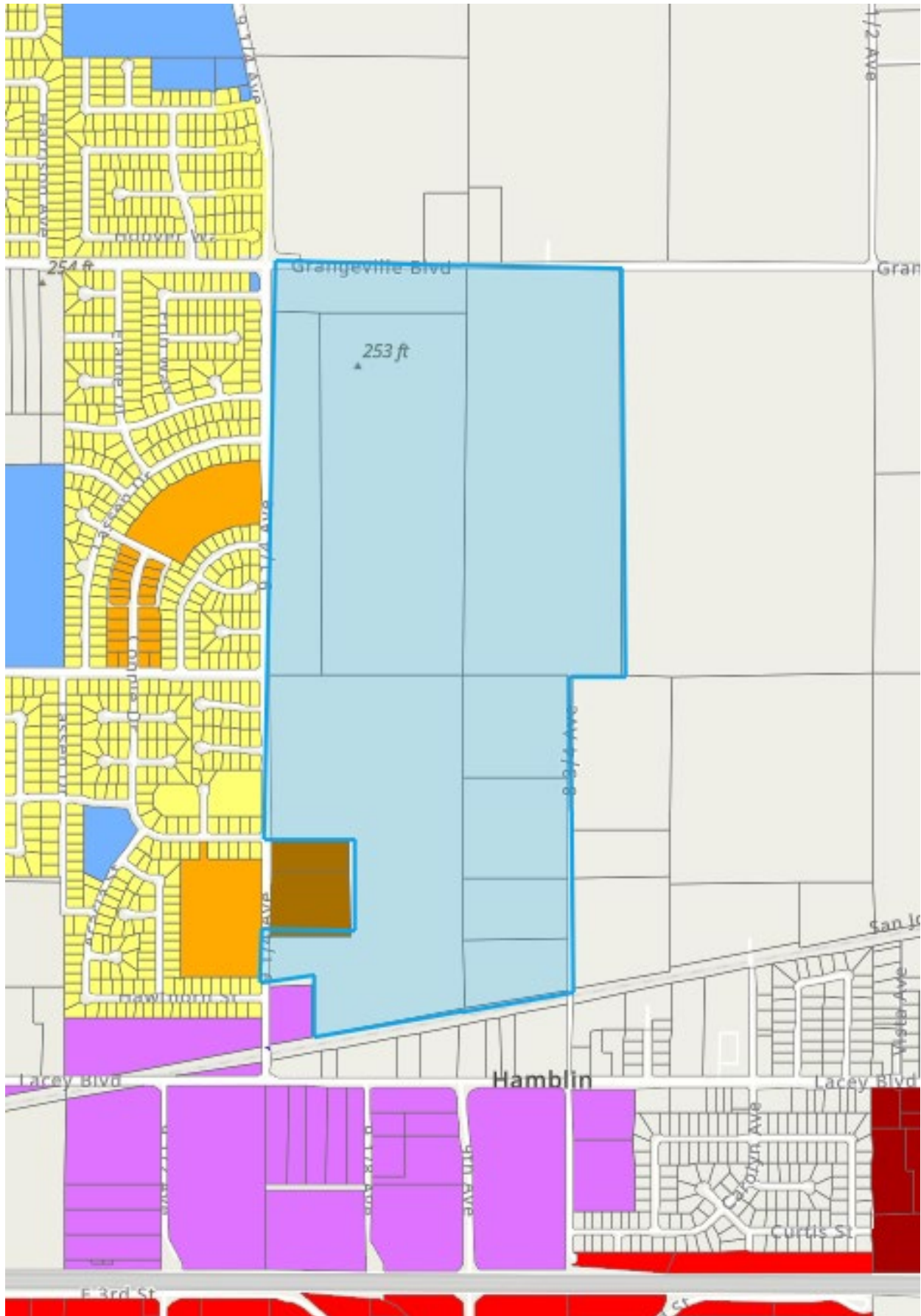
ABSENT: _____

MAYOR of the City of Hanford

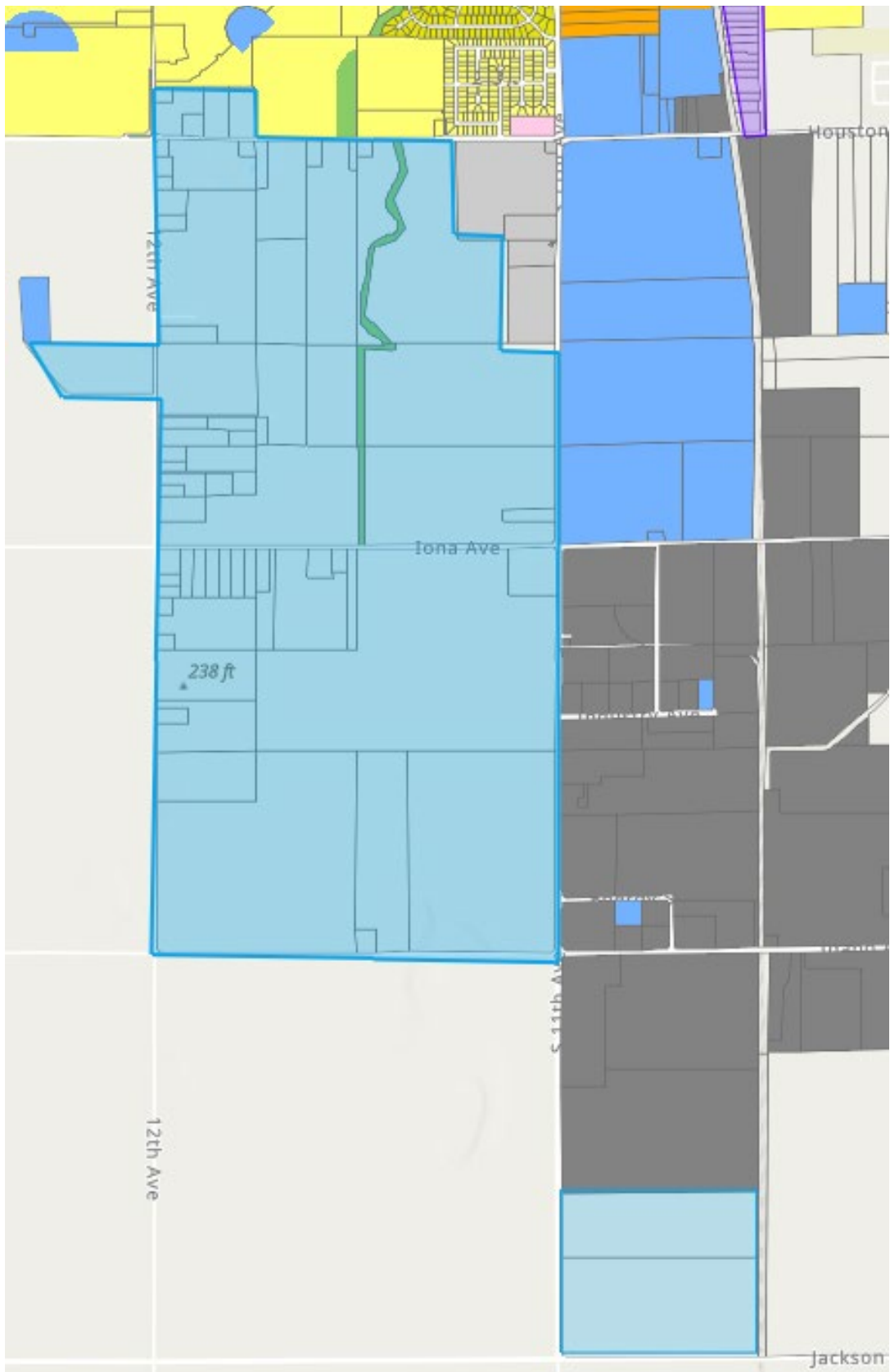
Attest:

Natalie Corral
City Clerk

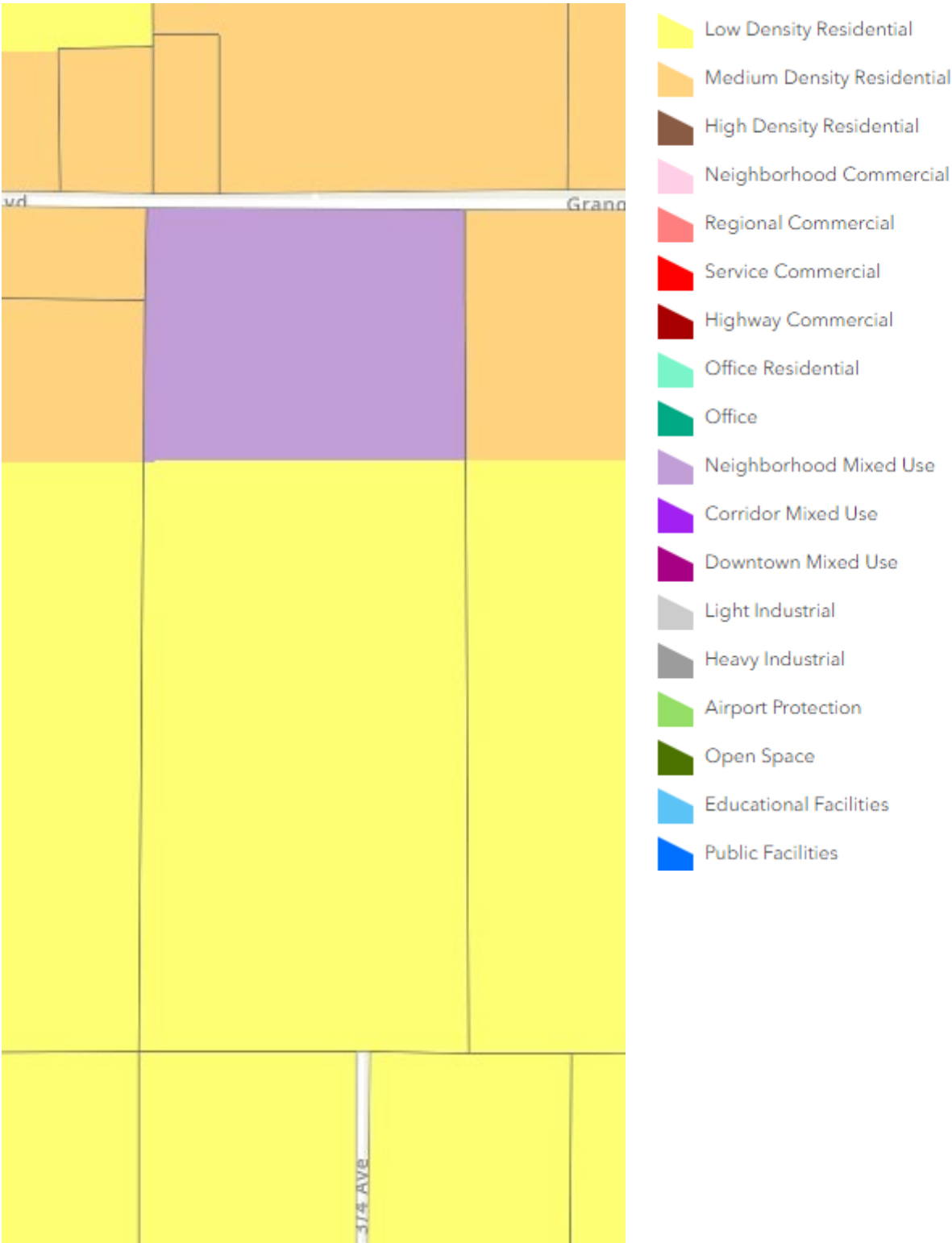
Heroes Park Annexation



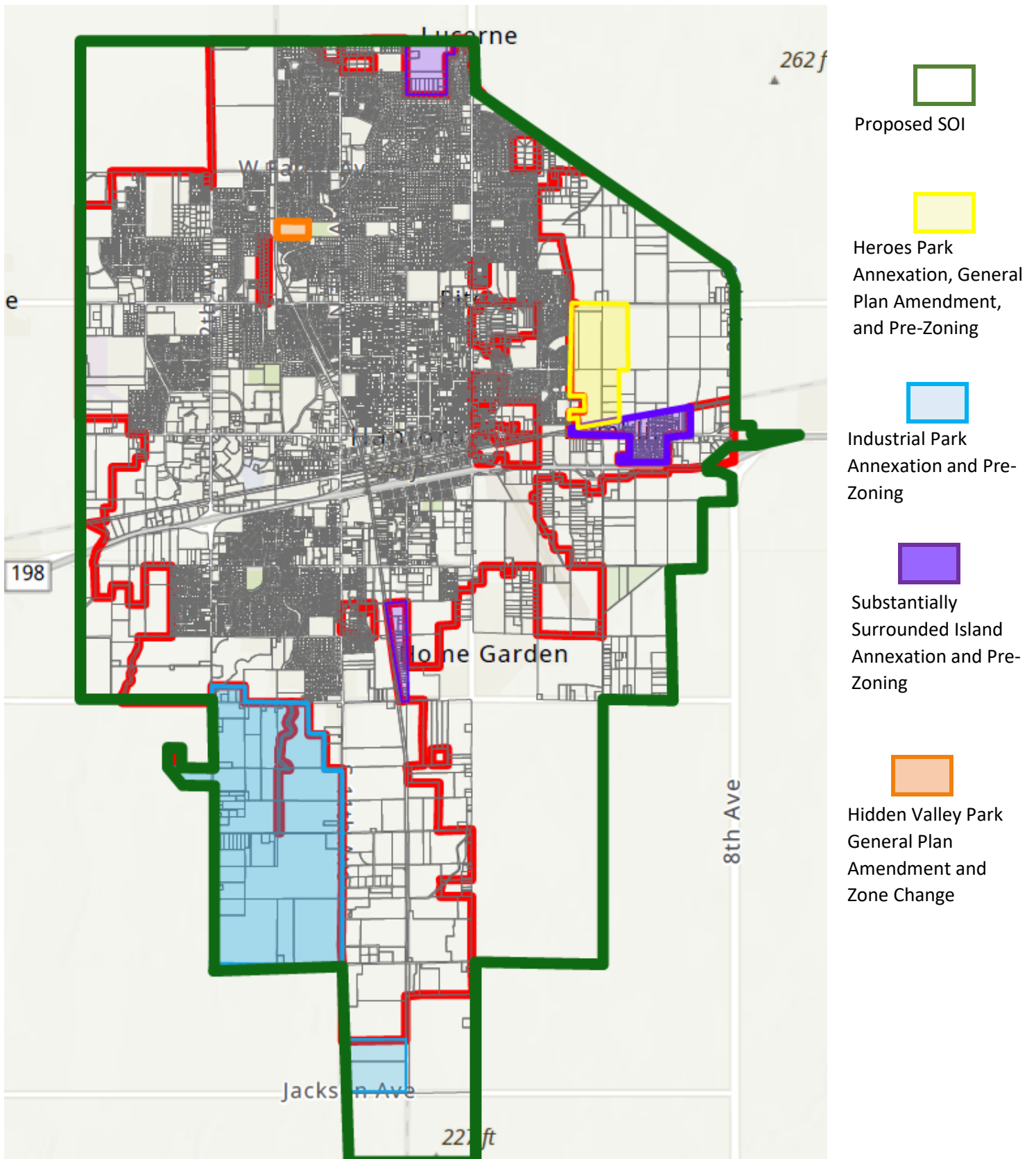
Industrial Park Annexation



Heroes Park Land Use



Project Scope



Proposed Fee Schedule | Cost

Hourly Rates

2023 CHARGE RATE SCHEDULE

Current

TECHNICAL SERVICES	
Project Administrator	\$100 hour
Assistant CADD Technician / Assistant CADD Designer / GIS Technician	\$96 hour
Associate CADD Technician / Associate CADD Designer / Associate GIS Analyst	\$112 hour
Senior Associate CADD Technician/ Senior Associate CADD Designer / Senior Associate GIS Analyst	\$122 hour
Senior CADD Technician / Senior CADD Designer / Senior GIS Analyst	\$145 hour
Landscape Architect Technician	\$112 hour
PROFESSIONAL SERVICES	
Engineering	
Assistant Engineer	\$118 hour
Associate Engineer	\$150 hour
Senior Associate Engineer	\$175 hour
Project Engineer	\$195 hour
Senior Engineer / City Engineer / District Engineer	\$230 hour
Principal Engineer	\$275 hour
Planning / Environmental / Landscape Architecture	
Assistant Environmental Scientist	\$88 hour
Assistant Planner	\$100 hour
Associate Planner / Associate Environmental Scientist	\$121 hour
Senior Associate Environmental Scientist	\$140 hour
Senior Associate Planner	\$145 hour
Senior Environmental Scientist	\$173 hour
Senior Planner / Senior Landscape Architect	\$173 hour
Principal Planner / Principal Environmental Scientist	\$195 hour
Senior Principal Planner / Senior Principal Environmental Scientist	\$215 hour
Construction and Project Management	
Field Construction Observer	\$130 hour
Senior Field Construction Observer	\$152 hour
Assistant Construction Manager / Assistant Project Manager	\$121 hour
Associate Project Manager	\$139 hour
Associate Construction Manager / Associate Field Construction Observer	\$142 hour
Project Manager	\$146 hour
Senior Associate Construction Manager / Senior Associate Project Manager	\$163 hour
Senior Project Manager	\$187 hour
Senior Construction Manager	\$190 hour
Principal Construction Manager / Principal Project Manager	\$210 hour
Surveying	
Assistant Surveyor	\$113 hour
Associate Surveyor	\$130 hour
Senior Associate Surveyor	\$160 hour
Project Surveyor	\$178 hour
Senior Surveyor	\$190 hour
One-Person Survey Crew	\$155 hour
Two-Person Survey Crew	\$250 hour
Three-Person Survey Crew	\$350 hour
UAV Pilot	\$178 hour
UAV Flight Observer	\$130 hour

Fees are based on the median hourly pay rate for employees in each classification, plus indirect costs, overhead, and profit.

EXPENSES	
Plotting, Printing and Reproduction, Equipment Rental, Postage and Shipping	1.15 x Cost
Transportation and per diem (QK will provide documented evidence of business travel, travel outside of work areas shall be pre-approved by Client)	1.15 x Cost
Mileage	\$0.77 mile
Other Expenses – Including Subconsultants & Purchased Services through Subcontracts	1.15 x Cost

Rates are effective through December 31, 2023. If contract assignment extends beyond that date, a new rate schedule may be added to the contract. Expert Witness/ Litigation support will be billed as quoted.

Rates based on "Prevailing Wage" (PW) for Construction Surveying will be determined by project and County per California law.

12/20/2022

Scope of Work

TASK 1.0 ANNEXATIONS

Subtask 1.1 Property Owner Information

- Gather Elections and Assessor data for the proposed annexation areas and determine the potential for property owner protest.
- Meet with City staff to determine the final form and either combination or separation of the annexation in specific annexation projects to minimize the risk of protest.

Subtask 1.2 Annexation Maps & Legal Descriptions

Prepare maps and legal descriptions of the agreed-upon annexation areas. The maps and legal descriptions will be prepared to meet the State Board of Equalization, Kings LAFCO, and Kings County Recorder's Office standards.

Task 1.0 Deliverables:

- Memo describing the number of registered voters and assessed values in each annexation area in Word and PDF format.
- Maps and legal descriptions of annexation areas in PDF format

TASK 2.0 PRE-ZONING, ZONE CHANGE, AND GENERAL PLAN AMENDMENTS

Subtask 2.1 Combined General Plan Amendment and Prezoning

- Prepare table showing General Plan land use designations gaining or losing acreage.
- Meet with City staff to determine the final form of the GPA Prezoning to locate the Neighborhood Mixed Use site and ensure no net loss of residential housing potential.
- Prepare maps for staff reports of existing and proposed GPA and prezone.

Subtask 2.2 Public Hearings

- Attend up to five (5) public hearings at either Planning Commission, City Council or LAFCo

Task 2.0 Deliverables:

- Table showing General Plan land use designations gaining or losing acreage in Excel and PDF format
- Maps showing existing and proposed General Plan land use designations in PDF or PNG format.

TASK 3.0 ENVIRONMENTAL DOCUMENTS

Subtask 3.1 General Plan Amendment, Rezone, Pre-zone, & Annexations

- Prepare an analysis showing that the GPA, Rezone, Pre-zone, Annexations result from implementing the General Plan that was evaluated in the General Plan EIR.
- Prepare a resolution with findings.

Subtask 3.2 Heroes Park Outdoor Recreation Legacy Partnership (ORLP) Program Grant

- Prepare a CEQA Categorical Exemption (Classes 3, 4, 11)
- Prepare an NPS Form 10-904 Checklist package with supporting documentation. Based on the information provided in the package, the State, in conjunction with CAP&R, will prepare a Categorical Exclusion /Finding of No Significant Effect (CE/FONSI).
- If the application package is deemed competitive by the CAP&R, it will be forwarded to NPS for a nationally competitive review process.

Subtask 3.3 Technical Studies

3.3.1

A qualified QK biologist will conduct a reconnaissance-level survey of the site, including a 250-foot buffer, where feasible, to determine whether there are sensitive biological resources that might be adversely affected by the proposed Project. Based on the survey results, QK will prepare a Biological Assessment (BA) to support informal consultation with USFWS. The evaluation is based on existing site conditions, the potential for sensitive biological resources to occur on and in the vicinity of the Project site, and any respective impacts that could potentially occur.

QK will conduct a review of the California Department of Fish and Wildlife's (CDFW) California Natural Diversity Database (CNDDDB) (CDFW, 2020a), CDFW's special animals list, California Native Plant Society (CNPS), the USFWS Information for Planning and Consultation project planning and the USFWS Endangered Species List to identify special-status plant and wildlife species with potential to occur within the Project site and vicinity (surrounding

USGS 7.5-minute quadrangles and a 10-mile radius).

Information on the potential presence of wetlands and waters was obtained from the National Wetlands Inventory (NWI), National Hydrography Database (NHD), and Federal Emergency Management Agency (FEMA). Information regarding the presence of Critical Habitat in the Project vicinity was obtained from the Critical Habitat Mapper database.

This effort does not include compiling additional materials or informal consultation with USFWS. We understand that is the purview of CAP&R staff, although we are available to assist if requested.

3.3.2

Under contract to QK, EnviroPro Consulting will conduct a Phase 1 Cultural Resources Assessment of the park site by a qualified professional archaeologist. They will also conduct a Cultural Resources background search through the California Historical Resources Information System (CHRIS) through the Southern San Joaquin Valley Information Center (SJVIC) at California State University, Bakersfield, and a sacred lands search through the California Native American Heritage Commission (NAHC) to determine the recorded presence of sacred lands in the area.

A Cultural Resources Assessment report will be prepared to support consultation with SHPO. This scope does not include tribal consultation efforts or early consultation with SHPO. QK understands that CAP&R will take on these efforts using the reports prepared in this scope. QK will provide assistance to CAP&R staff if requested.

Exclusions and Assumptions:

- The City will provide QK with a conceptual plan for Heroes Park, indicating the various recreational components and the associated cost estimates. QK can provide a licensed Landscape Architect to help develop the park layout and scope the equipment costs and construction upon approval of a contract amendment.
- The City will provide QK with the required Phase 1 Environmental Site Assessment (Phase 1 ESA) prepared for the park site. If a Phase 1 ESA has not been

previously

prepared, QK can assist in facilitating this task upon approval of a contract amendment.

- City staff will post the CEQA Categorical Exemption document with the State Clearinghouse and County Clerk's office, as required under CEQA.
- Compilation of materials in addition to those listed in Subtask 3.3 above or informal consultation with USFWS are excluded. QK is available to assist, if requested.
- Tribal consultation efforts or early consultation with SHPO are excluded. QK understands that CAP&R will take on these efforts using the reports prepared in this scope. QK will provide assistance to CAP&R staff if requested.

Task 3.0 Deliverables:

- General Plan EIR analysis
- Resolution with findings for using General Plan EIR in WORD format
- BA of the Heroes Park site in PDF format
- Phase 1 Cultural Assessment Report in PDF format
- CEQA Categorical Exemption (Classes 3, 4, 11) for Heroes Park site in PDF format
- NPS Form 10-904 Checklist and backup documentation in WORD and PDF format

We assume one round of revisions for each document being prepared will be required.

Fee

Task	Fee
1.0 Annexations	\$40,049
2.0 Pre-zoning, Zone Change, General Plan Amendments	\$15,309
3.0 Environmental Documents	\$39,482
Total	\$94,840

Council Future Agenda Items				
Originated Date	Item	Originator	Staff Lead	Date Estimate
12/20/2022	Presentation to City Council regarding Youth Sports Activities and related field usage and level of services provided after the formation of the Field Sports Advisory Committee	Council Consensus	Brad Albert	6/6/2023
1/9/2023	Recommendation to Council for selection of Design Firm for the Downtown Improvement Project	City Manager	Jason Waters	5/2/2023
3/21/2023	Consideration of the reformation of a Council Ad-Hoc subcommittee to work with the Hanford Chamber of Commerce for consideration of future City support of the Chamber	Council Consensus	Mario Cifuentez	5/2/2023
3/21/2023	Discussion regarding the feasibility of implementing a permitting system to allow for portable basketball hoops within the City's Right of Way	Council Consensus	Various Staff	6/20/2023